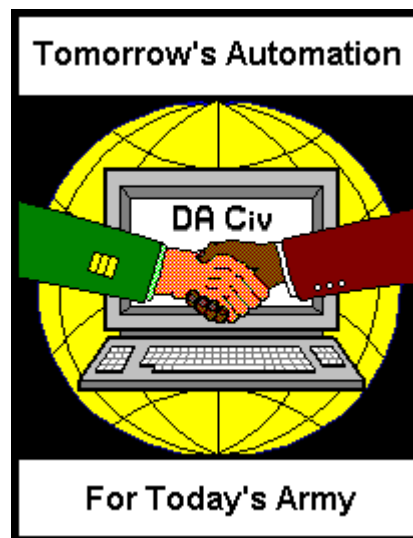**Headquarters Army Civilian Personnel System**

H Q   A C P E R S

AUTOMATED PRODUCTS GUIDE

MARCH 1998

Published By:

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Manpower and Reserve Affairs,
Civilian Personnel Systems
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200 Stovall Street, Room 8S69
Alexandria, VA 22332-1560**

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(Previously published as the "HQ ACPERS Recurring Reports Guide")

What's New In This Edition?

Note: The "HQ ACPERS Recurring Reports Guide" has been renamed the "HQ ACPERS Automated Products Guide".

New Reports. Hardcopy reports and data extract products created in the past year have been added. Also, descriptions of the PERNET/HQ ACPERS online screen reports have been added. The product descriptions (section 3) are now grouped by RCS.

New About the Automated Products Guide section. Provides a mailing address for obtaining copies.

New About the HQ ACPERS System section. Provides new users and managers an overview of the Headquarters Army Civilian Personnel System, which is the personnel system-of-record for the more than a quarter-million Army civilian employees.

Expanded Index. The Index of Products now lists products broken out by *category*, making it easier to locate specific types of reports.

Expanded Glossary. The Glossary of Terms has many new terms and data definitions. The glossary is now indexed and cross-referenced.

About the Automated Products Guide

This document is the **March 1998** version of the Automated Products Guide (APG).

Copies of the APG are available from:

> Office, Assistant Secretary of the Army,
> Manpower and Reserve Affairs,
> Civilian Personnel Systems
> Attention: SFCP-PSS
> 200 Stovall Street, Room 8S69
> Alexandria, VA 22332-1560
>
> (703) 325-9042, DSN 221-9042

Description: The Automated Products Guide lists and describes the reports and data extract products that are available from the Headquarters Army Civilian Personnel System (HQ ACPERS). Products are listed by **Requirements Control Symbol (RCS)** and by **Product Control Number (PCN)**. The RCS is the control number assigned to identify a 'family' of reports. The PCN identifies an individual (separate) data product. The *frequency* that each report is generated is listed with each report; the frequency abbreviations are listed at the bottom of each page. Many of the terms and data definitions that apply to the various products appear in the **Glossary of Terms**.

About the HQ ACPERS System

The Headquarters Army Civilian Personnel System (HQ ACPERS) is a data repository utilized to support the civilian personnel strength reporting and management information requirements of HQDA, PERSCOM, DOD, OPM, the Army Major Commands and sub-Commands, and other headquarters-level Army activities.

HQ ACPERS maintains selected personnel data for over 300,000 **appropriated** and **non-appropriated** fund Army employees, including:

- Regular active-pay U.S. citizens,
- Special employment program employees,
- Separated former employees,
- Direct-hire non-U.S. citizens,
- Indirect-hire non-U.S. citizens,
- Non-pay status employees,
- Intermittent work schedule employees.

Data is updated **weekly** from the Defense Civilian Personnel Data System (DCPDS) and from all non-Army systems that service Army employees.

The information is stored in a series of database tables located at the Hoffman Center in Alexandria, VA. This information can be accessed via various structured and ad hoc query capabilities, and via a series of periodic hardcopy reports. These data products are catalogued in this document.

The official employment data maintained for each employee in various database *Master Tables* includes:

- Biographic and career information,
- Performance measurement,
- Training,
- Awards,
- Special employment program,
- Position history information.

Special master tables also include information for:

- Members of the Army Acquisition Workforce and Corps,
- Registrants in the Army Civilian Career Evaluation System (ACCES),
- Employees deployed to a Theater of Operations in support of a DOD contingency operation.

INDEX OF PRODUCTS BY CATEGORY, RCS & PCN

RCS = **Requirements Control Symbol;** RCS is the control number assigned to identify a 'family' of reports.

PCN = **Product Control Number;** the PCN number identifies an individual output product.

<u>Using This Index:</u> This index groups output products available from the HQ ACPERS system by <u>categories</u>; a category identifies the type(s) of information on the report or data extract file. The categories appear in alphabetical order. Within each category, products are listed by RCS, then by PCN.

<u>Data Product Categories:</u>

- Acquisition Workforce & Corps
- Army Employee Data
- Army Management Staff College (AMSC)
- Awards
- Career Programs
- Customized Data Products
- Equal Employment Opportunity, Minority, Disability, Gender
- Family Members (Spouses, Dependents)
- Financial, Payroll
- Health Care
- HQ System Transactions & Data Files; Quality Control
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AS-REQ=As Required/Ad Hoc   ANN=Annually   QTR=Quarterly   MON=Monthly   WK=Weekly

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AS-REQ=As Required/Ad Hoc   ANN=Annually   QTR=Quarterly   MON=Monthly   WK=Weekly

INDEX OF PRODUCTS BY CATEGORY, RCS & PCN

AS-REQ=As Required/Ad Hoc   ANN=Annually   QTR=Quarterly   MON=Monthly   WK=Weekly

GLOSSARY OF TERMS

This glossary lists and defines data terminology used by the Headquarters Army Civilian Personnel System (HQ ACPERS). This document identifies data <u>business rules</u>; definitions and lists of codes for individual <u>data elements</u> are found in the **HQ ACPERS Data Element Dictionary**.

2.1 - LIST OF TERMS

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GLOSSARY OF TERMS

2.1 - LIST OF TERMS, continued

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END OF LIST.

GLOSSARY OF TERMS

2.2 - TERMS & DEFINITIONS (IN ALPHABETICAL ORDER)

Accountable Employment. This term includes all Department of the Army employees (Agency Code = AR) who are paid out of the appropriated fund and are **strength accountable**, i.e., in an **Active-Pay Status**, as described in the table below.

Note: Corresponds to the figures reported on line 1 of the SF-113A Report with
Indirect-Hire Foreign National employees included.

This population includes:	(1) Active Direct Hire U.S. Citizens, including intermittent employees who worked during the reporting month and employees on leave-with-pay (Employee Type = 1, Active Indicator = 1, 2).
	(2) Direct Hire Foreign Nationals (Employee Type = 4).
	(3) Indirect Hire Foreign Nationals (Employee Type = 5).
	(4) National Guard Bureau Civilian Technicians (Employee Type = 8).

This population excludes:	(1) Non-Army employees serviced by Army personnel offices (Employee Type = 2, 3).
	(2) NAF employees (Employee Type = 6, 7).
	(3) U.S. citizen Intermittent work schedule employees who did not work during the reporting month (Employee Type = 1, Work Schedule I or J, Active Indicator = 4). [see Note A]
	(4) U.S. citizen employees in an Inactive (non-pay) status (Employee Type = 1, Active Indicator = 4). [see Note A]
	(5) U.S. citizen employees without compensation (Employee Type = 1, Pay Basis = WC). [see Note A]
	(6) U.S. citizen employees in a Loss (separated) status (Employee Type = 1, Active Indicator =6).

Note A: Employees in these categories are collectively referred to as **Inactive Employment**.

[see also **Direct-Hire Accountable Employment, Army Employment, Active Indicator**.]

GLOSSARY OF TERMS

Active Employment. Employees currently on the Army rolls in an active pay status (i.e., not in an inactive (loss) status), including those on leave-with-pay and intermittent employees that worked during the reporting month.

This population Includes:	(1) Regular Employment (Active Indicator = 1). Applies to most U.S. citizens and all local nationals (i.e., current non-U.S. employees are always Regular Active Pay). Includes Summer Hires.
	(2) Special Employment (Active Indicator = 2). Applies to selected U.S. citizens only.

[see also **Inactive Employment, Regular Employment, Special Employment, Accountable Employment, Active Indicator**.]

Active Indicator. Indicates whether an employee is in an active pay status, a non-pay status, or is separated (a loss).

Code	Definition
1	Active Pay - Regular Employment (see Note A) Includes Summer Hire employees. Set as follows: Nature of Action = 932 and Work Schedule = I or J and Personnel Action Effective Year and Month = Current Year and Month **OR** Nature of Action = 2xx and employee current Active Indicator = 4 and Work Schedule not = I and Duty Status not = 89 **OR** Nature of Action = 0xx, 2xx, 5xx, 7xx, 8xx or 9xx and employee current Active Indicator not = 4 and Duty Status not = 89
2	Active Pay - Special Employment Categories (see Note A) Includes all special employment program employees except Summer Hire Employees. Set as follows: Nature of Action = 462 **OR** Nature of Action = 2xx and employee current Active Indicator = 4 and Work Schedule not = I and Pay Plan = YV and Appointment Authority = WVM or ZVM **OR** Nature of Action = 2xx and employee current Active Indicator = 4 and Work Schedule not = I and Pay Plan = GW, WW or YW and Appointment Authority = WWM or ZWM **OR** Nature of Action = 2xx and employee current Active Indicator = 4 and Work Schedule not = I and Pay Plan = SZ and Occupational Series = 3506 **OR** Nature of Action = 2xx and employee current Active Indicator = 4 and Work Schedule not = I and Appointment Authority = YAM **OR** Nature of Action = 2xx and employee current Active Indicator = 4 and Work Schedule not = I and Appointment Authority = Y1M, Y2M, Y3M, YAM, YBM or YGM **OR** Nature of Action = 2xx and employee current Active Indicator = 4 and Work Schedule not = I and Duty Status = 89

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2 (contd)	**OR** Nature of Action = 2xx and employee current Active Indicator = 4 and Work Schedule not = I and Special Program Identifier = 88 and Appointment Authority = J8P, J8R, J8T or J8V and Pay Plan = CZ or GS and Pay Grade = 1 **OR** Nature of Action = 2xx and employee current Active Indicator = 4 and Work Schedule not = I and Special Program Identifier = 88 and Appointment Authority = J8P, J8R, J8T or J8V and Pay Plan = SZ, WB, WD, WG, WK, WM, WT, WU, WY, WZ or XP and Pay Grade < 4 **OR** Nature of Action = 2xx and employee current Active Indicator = 4 and Work Schedule not = I and Special Program Identifier = 90 and Appointment Authority = J8P, J8R, J8T, J8V or MBM and Pay Plan = CZ or GS and Pay Grade < 4 **OR** Nature of Action = 2xx and employee current Active Indicator = 4 and Work Schedule not = I and Special Program Identifier = 90 and Appointment Authority = MBM, J8P, J8R, J8T or J8V and Pay Plan = SZ, WB, WD, WG, WK, WM, WT, WU, WY, WZ or XP and Pay Grade < 5 **OR** Nature of Action = 2xx and employee current Active Indicator = 4 and Work Schedule not = I and Duty Status = 89 **OR** Nature of Action = 0xx, 2xx, 5xx, 7xx, 8xx or 9xx and employee current Active Indicator not = 4 and Pay Plan = YV and Appointment Authority = WVM or ZVM **OR** Nature of Action = 0xx, 2xx, 5xx, 7xx, 8xx or 9xx and employee current Active Indicator not = 4 and Pay Plan = GW, WW or YW and Appointment Authority = WWM or ZWM **OR** Nature of Action = 0xx, 2xx, 5xx, 7xx, 8xx or 9xx and employee current Active Indicator not = 4 and Pay Plan = SZ and Occupational Series = 3506 **OR** Nature of Action = 0xx, 2xx, 5xx, 7xx, 8xx or 9xx and employee current Active Indicator not = 4 and Appointment Authority = YAM **OR** Nature of Action = 0xx, 2xx, 5xx, 7xx, 8xx or 9xx and employee current Active Indicator not = 4 and Special Program Identifier = 88 and Appointment Authority = J8P, J8R, J8T or J8V and Pay Plan = SZ, WB, WD, WG, WK, WM, WT, WU, WY, WZ or XP and Pay Grade < 4 **OR** Nature of Action = 0xx, 2xx, 5xx, 7xx, 8xx or 9xx and employee current Active Indicator not = 4 and Special Program Identifier = 88 and Appointment Authority = J8P, J8R, J8T or J8V and Pay Plan = CZ or GS and Pay Grade = 1 **OR** Nature of Action = 0xx, 2xx, 5xx, 7xx, 8xx or 9xx and employee current Active Indicator not = 4 and Special Program Identifier = 90 and Appointment Authority = J8P, J8R, J8T, J8V or MBM and Pay Plan = CZ or GS and Pay Grade < 4 **OR** Nature of Action = 0xx, 2xx, 5xx, 7xx, 8xx or 9xx and employee current Active Indicator not = 4 and Special Program Identifier = 90 and Appointment Authority = J8P, J8R, J8T, J8V or MBM and Pay Plan = SZ, WB, WD, WG, WK, WM, WT, WU, WY, WZ or XP and Pay Grade < 5 **OR** Nature of Action = 0xx, 2xx, 5xx, 7xx, 8xx or 9xx and employee current Active Indicator not = 4 and Appointment Authority = Y1M, Y2M, Y3M, YBM or YGM **OR** Nature of Action = 0xx, 2xx, 5xx, 7xx, 8xx or 9xx and employee current Active Indicator not = 4 and Duty Status = 89

4	Inactive – Non-Strength Accountable (see Note B). Set as follows: Work Schedule = I or J and employee current Active Indicator > 5 **OR** Pay Basis Code = WC **OR** Nature of Action = 430 or 452 or 472 or 473 **OR** Nature of Action = 450 or 460 and Duty Status = 25 or 30 **OR** Nature of Action = 450 or 460 and LWOP Not To Exceed Date - LWOP Date > 30 **OR** Nature of Action = 932 and Work Schedule = I or J and Personnel Action Effective Year and Month not = Current Year and Month
6	Separated/Loss (see Note C). Set as follows: Nature of Action = 3xx or 971 **OR** Nature of Action > 199 and employee current Active Indicator = 6

Note A: These employees are included in "**Active Employment**" and are "**Strength Accountable**".

Note B: These employees are included in "**Inactive Employment**".

Note C: These former employees are normally excluded from all reports except those showing separation statistics, for example, counts of retirement actions.

[see also **Active Employment, Inactive Employment**.]

GLOSSARY OF TERMS

Agency Code. Identifies the United States Government Agency which employs an individual. All Department of Army employees have Agency Code = AR. Only AR employees are counted in Army Strength Reports, with the exception of those reports showing <u>serviced</u> employment.

Appointment Category. Identifies which rollup group the employee's current appointment falls under. Many Army strength counts are broken out by appointment category.

Code	Definition
P	Employees with **Permanent Appointments**
T	Employees with **Temporary Appointments**
I	Employees with **Indefinite Appointments**

[see also **Appointment Type**.]

GLOSSARY OF TERMS

Appointment Type. A coded value identifying the nature of the employee's current appointment. Used in conjunction with Nature of Action code to calculate various strength statistics. Code values are listed below.

Code	Definition
1A	Competitive - Career
1B	Career executive assignment - Career
1C	Excepted - Career
1D	Canal Zone - Career
1L	Non-Career executive assignment
2A	Competitive career conditional
2B	Career executive assignment - Conditional
2C	Excepted - Conditional
2D	Canal Zone - Conditional
2F	Veterans' readjustment
3A	Temporary appointment - Not-to-Exceed
3C	Excepted appointment - Not-to-Exceed
3D	Canal Zone temporary appointment - Not-to-Exceed
3E	Canal Zone term appointment - Not to Exceed
3F	Term appointment - Not-to-Exceed
3H	Overseas limited appointment - Not-to-Exceed
3J	Overseas temporary appointment - Not-to-Exceed
4A	Temporary appointment pending establishment of a register
4B	Limited executive assignment
4C	Excepted indefinite
4D	Canal Zone taper
4E	Canal Zone retention in status quo
4F	Special tenure
4G	Indefinite appointment
4H	Overseas limited appointment
4J	Emergency - Indefinite
4K	Retention in status quo
4L	Non-Career executive assignment - Taper/Indefinite
4M	Provisional appointment Not-to-Exceed
5A	SES Career
5B	SES Non-Career - Permanent
5C	SES Limited term appointment - Not-to-Exceed
5D	SES Limited emergency appointment - Not-to-Exceed
5E	SES Non-Career - Indefinite
5F	SES Provisional appointment Not-to-Exceed

[See **Permanent Appointments**, **Temporary Appointments**, **Indefinite Appointments, Appointment Category**.]

GLOSSARY OF TERMS

Appropriated Fund (AF) Employees. Employees paid from the Appropriated Fund. This group of employees includes direct hire U.S. Citizens and direct/indirect hire foreign national employees.

[see also **NAF Employees**.]

Army Command. A coded value identifying the administrative subdivision (i.e., Army subelement) in which a person is employed. Includes Major Army Commands (MACOMs) and Major Subordinate Commands (MSCs). Most Army statistical reports display counts broken out by Command.

> Note: All U.S. Army commands begin with a letter; the second position can be a letter
> or number.
> All U.S. Army Materiel Command sub-commands begin with the letter "X".
> All U.S. Army Europe sub-commands begin with the letter "E".

Specific code values for Command appear in the **HQ ACPERS Data Element Dictionary** under the heading "Agency/Subelement Code", values "AR*xx*".

GLOSSARY OF TERMS

Army Employment. This term includes all Department of the Army employees (Agency Code = AR) who are paid out of appropriated and non-appropriated funds, as described in the table below.

This set of employees is often referred to as the Army "Population" or "Workforce". It covers Army employees serviced by both Army and non-Army personnel offices.

This population includes:	(1) Active Direct Hire U.S. Citizens, including intermittent employees who worked during the reporting month and employees on leave-with-pay (Employee Type = 1, Active Indicator 1, 2).
	(2) Direct Hire Foreign Nationals (Employee Type = 4).
	(3) Indirect Hire Foreign Nationals (Employee Type = 5).
	(4) National Guard Bureau Civilian Technicians (Employee Type = 8).
	(5) NAF employees (Employee Type = 6, 7). [see Note B]
	(6) U.S. citizen Intermittent work schedule employees who did not work during the reporting month (Employee Type = 1, Work Schedule I or J, Active Indicator = 4). [see Note A]
	(7) U.S. citizen employees in an Inactive (non-pay) status (Employee Type = 1, Active Indicator = 4). [see Note A]
	(8) U.S. citizen employees without compensation (Employee Type = 1, Pay Basis = WC). [see Note A]

This population excludes:	(1) U.S. citizen employees in a Loss (separated) status (Employee Type = 1, Active Indicator =6).
	(2) Non-Army employees serviced by Army personnel offices (Employee Type = 2, 3).

Note A: Employees in these categories are collectively referred to as **Inactive Employment**.

Note B: NAF employees are often excluded from reports displaying total Army employment; reports will normally be labelled "appropriated fund" to clarify this.

[see also **Accountable Employment, Direct-Hire Accountable Employment, Serviced Employment**.]

GLOSSARY OF TERMS

Cancellation-Of-Loss (Reactivation) Actions. Counts of the number of Army <u>U.S. Citizen</u> "gain" personnel actions with a <u>cancellation-of-loss</u> nature of action and an effective date that falls within the reporting month. Includes actions with:

This:	1st Nature Of Action = 001 (Cancellation Action)
And:	2nd Nature Of Action = 300 through 399 (Loss Action)

[see also **Gain Actions**.]

Career Program. A code value that indicates coverage in a Department of the Army career program as determined by virtue of the position, occupational series, and grade an employee occupies. Selected Army strength reports include counts broken out by Career Program.

Specific code values appear in the **HQ ACPERS Data Element Dictionary**.

GLOSSARY OF TERMS

Direct-Hire Accountable Employment. This term includes all Department of the Army employees (Agency Code = AR) who are direct-hire, paid out of the appropriated fund, and **strength accountable**, i.e., in an **Active-Pay Status**, as described in the table below.

Note: Corresponds to the figures reported on line 1 of the SF-113A Report.

This population includes:	(1) Active Direct Hire U.S. Citizens, including intermittent employees who worked during the reporting month and employees on leave-with-pay (Employee Type = 1, Active Indicator = 1, 2).
	(2) Direct Hire Foreign Nationals (Employee Type = 4).
	(3) National Guard Bureau Civilian Technicians (Employee Type = 8).

This population excludes:	(1) Non-Army employees serviced by Army personnel offices (Employee Type = 2, 3).
	(2) NAF employees (Employee Type = 6, 7).
	(3) Indirect Hire Foreign Nationals (Employee Type = 5).
	(4) U.S. citizen Intermittent work schedule employees who did not work during the reporting month (Employee Type = 1, Work Schedule I or J, Active Indicator = 4). [see Note A]
	(5) U.S. citizen employees in an Inactive (non-pay) status (Employee Type = 1, Active Indicator = 4). [see Note A]
	(6) U.S. citizen employees without compensation (Employee Type = 1, Pay Basis = WC). [see Note A]
	(7) U.S. citizen employees in a Loss (separated) status (Employee Type = 1, Active Indicator =6).

Note A: Employees in these categories are collectively referred to as **Inactive Employment**.

[see also **Accountable Employment, Army Employment**.]

GLOSSARY OF TERMS

District of Columbia Metropolitan Area (DCMA). Includes GSA State/County Codes as follows:

GSA State 11 - Washington D.C.

GSA State 24 - Maryland, plus one of the following GSA Counties:

    009 - Calvert
    017 - Charles
    021 - Frederick
    031 - Montgomery
    033 - Prince George's

GSA State 51 - Virginia, plus one of the following GSA Counties

    013 - Arlington
    043 - Clarke
    047 - Culpeper
    059 - Fairfax
    061 - Fauquier
    099 - King George
    107 - Loudoun
    153 - Prince William
    177 - Spotsylvania
    179 - Stafford
    187 - Warren
    510 - Alexandria City
    600 - Fairfax City
    610 - Falls Church City
    630 - Fredericksburg City
    683 - Manassas City
    685 - Manassas Park City

GSA State 54 - West Virginia, plus one of the following GSA Counties:

    003 - Berkeley
    037 - Jefferson

[see also **Outside of DCMA**.]

GLOSSARY OF TERMS

Duty Station. The first two characters of the GSA Location code, which identifies one of the following, as designated by the General Services Administration:

   (1) A **U.S. state** if the location is in the United States (code values 00 - 99);

   (2) An **area** if the location is a United States possession or administered area (alphabetic code values);

   (3) A **country** if the location is a foreign nation (alphabetic code values).

Selected Army reports display counts broken out by duty station.

Specific code values for GSA Location appear in the **HQ ACPERS Data Element Dictionary**.

[see also **Geographic Area**.]

Employee Tenure. Identifies the retention group in which an employee is placed based on the type of appointment when there is a Reduction-In-Force (RIF). Signifies the current employment status which reflects the type of appointment, probationary standing, retirement opportunities, and retention priority during a RIF for either competitive or exception service civilian employees.

Code	Definition
0	Non-Competing Employees.
1	Group 1 -- Career Employee, Non-U.S. Citizen Employees With Permanent Tenure.
2	Group 2 -- Career Conditional Employee, Career Employee Serving Probation / Trial Period, Non-U.S. Citizen Employee Serving Trial Period.
3	Group 3 -- Appointed Employee, Employee With Temporary / Non-Status / TAPER / Status Quo or Special Tenure.

GLOSSARY OF TERMS

Employee Type. Identifies the category of a civilian employee for strength accounting purposes.

Code	Definition
1	Appropriated-Fund U.S. Citizens -- Army Employees
2	Appropriated-Fund U.S. Citizens -- DoD (non-Army) Employees Note: These employees are not counted in Army reports except those showing serviced employment.
3	Appropriated-Fund U.S. Citizens -- non-DoD Employees Note: These employees are not counted in Army reports except those showing serviced employment
4	Appropriated-Fund non-U.S. Citizen Employee – Direct Hire
5	Appropriated-Fund non-U.S. Citizen Employee – Indirect Hire
6	Non-Appropriated Fund (NAF) U.S. Citizens
7	Non-Appropriated Fund (NAF) Non-U.S. Citizens
8	National Guard Bureau Civilian Technicians (Title 32)

Foreign Countries (Duty Locations). Identifies employees assigned outside the United States, except those that are in U.S. territories. Includes most GSA Location Codes = AA through ZZ (see **Territories**).

Specific code values for GSA Location appear in the **HQ ACPERS Data Element Dictionary**.

[see also **Territories**.]

GLOSSARY OF TERMS

Full Time Employee. Work Schedule = F or G.

[see also **Part Time Employee, Intermittent Employee**.]

Functional Designator. The broad appropriation category from which an employee is paid. Many Army strength counts are broken out by function.

   Note: When all function values are rolled into a single figure, this is referred to as
                 "combined appropriations" or "all functions".

Code	Definition
1	Military Functions. Identifies employees paid under military appropriations. Most civilian employees fall under this category. Note: All non-U.S. citizen employees and National Guard Bureau Civilian Technicians fall within this category.
2	Civil Functions. Identifies employees paid under civil appropriations -- civil works jobs. Applies to Corps of Engineers (COE) only. Note: A percentage of USACE (COE) employees fall under military functions instead of civil. Note: Civil applies to U.S. citizens only.
3	Cemeterial Functions. Identifies employees paid under military appropriations -- cemeterial job functions. Applies to Military District of Washington (MDW) employees only. Note: Most MDW employees fall under military functions instead of cemeterial. Note: Cemeterial applies to U.S. citizens only.

GLOSSARY OF TERMS

Gain Actions. Counts of the number of Army <u>U.S. Citizen</u> "gain" personnel actions with an effective date that falls within the reporting month.

The "Total Gains" count contains a rollup of the following counts:

    (1) Permanent Appointment Actions   [Note B].
    (2) Temporary Appointment Actions   [Note B].
    (3) Indefinite Appointment Actions   [Note B].
    (4) Return-To-Duty Actions.
    (5) Cancellation-Of-Loss (Reactivation) Actions.
    (6) Movement-Into-Command Actions   [Note A].

<u>Note A</u>: Movements do not apply to the Army-wide count of gain actions.

<u>Note B</u>: **Term Appointment Actions** and **Summer Hire Actions** are reflected in the "Total Gains" count as part of the **Permanent**, **Temporary**, or **Indefinite Appointment Actions** totals.

Individual glossary topics are included for each type of gain action listed above.

[see also **Loss Actions**.]

General Schedule. Pay Plan = GS - General Schedule or GM - General Merit'.

[see also **Major Pay System, Pay Plan**.]

GLOSSARY OF TERMS

Geographic Area. A code that indicates the major worldwide geographic area in which an individual is assigned (employed). Also called "Duty Station Area". Selected Army reports display counts broken out by geographic area.

Code	Definition
D	Identifies employees assigned within the District of Columbia Metropolitan Area (DCMA). See glossary topic **DCMA** for code values.
N	Identifies employees assigned within the United States, but outside of the D.C. Metropolitan Area. See glossary topic **Outside of DCMA** for code values.
F	Identifies employees assigned to foreign countries, not including United States territories. See glossary topics **Foriegn Countries** and **Territories** for code values.
S	Identifies employees assigned within the United States. Includes all employees with code values "D" and "N". See glossary topic **U.S. States** for code values.
U	Identifies employees assigned to United States territories. See glossary topic **Territories** for code values.

[see also **Duty Station**.]

Inactive Employment. U.S. Citizen employees in an inactive pay status (Employee Type = 1, Active Indicator = 4). Also referred to as Non-Pay Status Employment.

   Note: Non-U.S. citizens are always in an active pay status (Active Indicator = 1).

The inactive status includes the following types of employees:

   (1) Employees on Leave-Without-Pay (LWOP) for 30 days or more, and employees on Suspension or Furlough.

   (2) Employee paid by Department of Labor due to on-the-job injury.

   (3) Employees without compensation (Pay Basis = WC).

   (4) Intermittent work schedule employees who did not work during the reporting month (Work Schedule = I or J).

[see also **Active Employment, Active Indicator**.]

GLOSSARY OF TERMS

Indefinite Appointment Actions. Counts of the number of Army U.S. Citizen "gain" personnel actions with an indefinite appointment and an effective date that falls within the reporting month. Includes actions with:

This:	Nature Of Action = 100 through 199 (Accessions)
And Either:	Employee Tenure = 3, plus Type of Appointment = 4C, 4G, 4H, 4J
Or:	Employee Tenure = 0, plus Type of Appointment = 5E (Senior Executive Service)
Plus:	Includes all gain actions that do not meet the criteria for any other appointment category and have Employee Tenure = 3

[see also **Gain Actions**.]

Indefinite Appointments. Includes employees in the categories in the table below.

Category	Conditions
Regular	Employee Tenure = 3, plus Type of Appointment = 4C, 4G, 4H, 4J
Senior Executive Service (SES)	Employee Tenure = 0, plus Type of Appointment = 5E

[see also **Permanent Appointments, Temporary Appointments**.]

Intermittent Employee. Work Schedule = I or J (see table below).

Category	Conditions
Intermittents Who Worked During the Reporting Month	Work Schedule = I or J, plus Active Indicator = 1
Intermittents Who Did Not Work During the Reporting Month	Work Schedule = I or J, plus Active Indicator = 4

[see also **Full Time Employee, Part Time Employee**.]

GLOSSARY OF TERMS

Leave-Without-Pay (LWOP) Actions. Counts of the number of Army <u>U.S. Citizen</u> "place on LWOP" personnel actions with an effective date that falls within the reporting month. An action is counted under this category when an employee is placed on leave-without-pay for 30 days or more, i.e., is placed in a "non-pay" status.

> <u>Note</u>: An action will be counted under **Return-To-Duty From LWOP** when an
> employee is moved from "non-pay" to "active-pay" status.

Includes actions with:

This:	Nature Of Action = 460 (Leave-Without-Pay Not-To-Exceed Date)
And:	Active Indicator = 4 (Non-Pay Status)
And:	Type of Appointment = 1A, 1C, 1D, 2A, 2C, 2D, 2F, 4C, 4E, 4F, 4G, 4H, 4J, 4K, 5A, 5B, 5E, 5F

[see also **Return-To-Duty from LWOP**.]

Loss Actions. Counts of the number of Army <u>U.S. Citizen</u> "loss" personnel actions with an effective date that falls within the reporting month.

The "Total Losses" count contains a rollup of the following counts:
(1) Permanent Appointment Actions   [Note B].   (2) Temporary Appointment Actions   [Note B].   (3) Indefinite Appointment Actions   [Note B].   (4) Movement-Into-Command Actions   [Note A].

> <u>Note A</u>: Movements do not apply to the Army-wide count of loss actions.
>
> <u>Note B</u>: **Loss To Term Appointment Actions** and **Loss To Summer Hire Actions** are reflected in the "Total Losses" count as part of the **Loss To Permanent**, **Loss To Temporary**, or **Loss To Indefinite Appointment Actions** totals.

Individual glossary topics are included for each type of loss action listed above.

[see also **Gain Actions**.]

Loss / Separated Employees. Employees in a loss or separated status (Active Indicator = 6). These 'former' employee records are maintained for historical data puposes, for example, computing the number of retirement actions for the past year.

GLOSSARY OF TERMS

Loss To Indefinite Appointment Actions. Counts of the number of Army <u>U.S. Citizen</u> "loss" personnel actions to an <u>indefinite appointment</u> with an effective date that falls within the reporting month. Includes actions with:

This:	Nature Of Action = 300 through 399 (Losses)
And Either:	Employee Tenure = 3, plus Type of Appointment = 4C, 4G, 4H, 4J
Or:	Employee Tenure = 0, plus Type of Appointment = 5E (Senior Executive Service)
Plus:	Includes all loss actions that do not meet the criteria for any other loss category <u>and</u> have Employee Tenure = 3

[see also **Loss Actions**.]

Loss To Permanent Appointment Actions. Counts of the number of Army <u>U.S. Citizen</u> "loss" personnel actions to a <u>permanent appointment</u> with an effective date that falls within the reporting month. Includes actions with:

This:	Nature Of Action = 300 through 399 (Losses)
And Either:	Employee Tenure = 1 or 2, plus Type of Appointment = 1A, 1C, 1D, 2A, 2C, 2D, 2F, 4E, 4F or 4K
Or:	Employee Tenure = 0, plus Type of Appointment = 5A or 5B (Senior Executive Service)
Plus:	Includes all loss actions that do not meet the criteria for any other loss category <u>and</u> have Employee Tenure = 1 or 2

[see also **Loss Actions**.]

GLOSSARY OF TERMS

Loss To Summer Hire Actions. Counts of the number of Army <u>U.S. Citizen</u> "loss" personnel actions to a <u>summer hire</u> appointment with an effective date that falls within the reporting month. Includes actions with:

This:	Nature Of Action = 312, 317 (Resignations), or Nature Of Action = 350 (Death), or Nature Of Action = 355, 356, 357 (Terminations), or Nature Of Action = 386 (Discharge)
And:	Employee Tenure = 0
And:	Type of Appointment = 3A, 3C, 3D, 3J, 4C
And:	Special Program Identifier = 97, 98, 99 (Summer Employment)

    <u>Note</u>: "Summer Hire Losses" are reflected in the "Total Losses" count as part of the
              Temporary or Indefinite Loss Categories.

[see also **Loss Actions**.]

Loss To Temporary Appointment Actions. Counts of the number of Army <u>U.S. Citizen</u> "loss" personnel actions to a <u>temporary appointment</u> with an effective date that falls within the reporting month. Includes actions with:

This:	Nature Of Action = 300 through 399 (Losses)
And:	Employee Tenure = 0 or 3, plus Type of Appointment = 3A, 3C, 3D, 3E, 3F, 3H, 3J, 4A, 4D, 4M, 5C, 5D or 5F
Plus:	Includes all loss actions that do not meet the criteria for any other loss category <u>and</u> have Employee Tenure = 0

[see also **Loss Actions**.]

GLOSSARY OF TERMS

Loss To Term Appointment Actions. Counts of the number of Army U.S. Citizen "loss" personnel actions to a term appointment with an effective date that falls within the reporting month. Includes actions with:

This:	Nature Of Action = 300, 301, 302, 303, 304 (Retirements), or Nature Of Action = 312, 317 (Resignations), or Nature Of Action = 350 (Death), or Nature Of Action = 354, 355, 356, 357 (Terminations)
And:	Employee Tenure = 0 or 3
And:	Type of Appointment = 3E, 3F, 5C

Note: "Term Appointment Losses" are reflected in the "Total Losses" count as part of the Temporary or Indefinite Loss Categories.

[see also **Loss Actions**.]

GLOSSARY OF TERMS

Major Pay System. A rollup of pay plan values into major pay categories. Selected Army reports display statistical counts broken out by Major Pay System. Values are listed in the table below.

Code	Definition
G*	General Schedule and General Merit pay plans (Pay Plan = GS, GM).
E*	Senior Executive Service pay plans. Includes the following pay plans: ES Senior executive service (SES) EP Defense intelligence senior executive service EX Executive schedule SL Senior level position ST Scientific and professional (formerly PL313)
WG	Nonsupervisory Federal Wage Schedule (FWS) (Pay Plan = WG).
WL	Federal Wage Schedule (FWS) Leader. (Pay Plan = WL).
WS	Federal Wage Schedule (FWS) Supervisor. (Pay Plan = WS).
W*	All Federal Wage Schedule (FWS) pay plans, other than WG, WL, WS. Includes the following pay plans: WA Navigational lock and dam-supervisory WB Regular wage board not converted to FWS WD Scheduling, nonsupervisory WJ Supervisory hopper dredge schedule W# All other fws (W) pay plans X# All production facilitating (x) FWS pay plans
ZZ	All other pay plans. Includes all pay plans not in another rollup group (i.e., other than GS, GM, SES, FWS). Includes the following pay plans (but is not limited to): CA Board of contract appeals CZ Panama general schedule type ED Expert (appointed under 5 u.s.c. 3109) EF Consultant (appointed under 5 u.s.c. 3109) EH Advisory committee member (appointed under 5 u.s.c. 3109) GW Positions under schedule a 213.3102 (w), classified under and paid at pay plan GS rate SR Statutory rates SZ Panama canal area special category YW Student aide employees under schedule a 213.3102 (w)

[see also **Pay Plan**.]

GLOSSARY OF TERMS

Movement-Into-Command Actions. Counts of the number of Army U.S. Citizen personnel actions that meet the criteria for a movement and have an effective date that falls within the reporting month. Movement actions identify employees that moved from one Army command to another. Includes actions with:

This:	Any Nature Of Action
And:	The "From" Command Code on the personnel action is not blank
And:	The "From" Command Code on the personnel action is not the same as the "To" Command Code on the personnel action

Note A: Each "movement" personnel action will be counted twice--once under
"movement into command" with the totals for the gaining command, and once
under "movement out of command" with the totals for the losing command.

Note B: There are no "movement into command" or "movement out of command"
counts for Army-wide totals.

Note C: The movement totals for Army Material Command-wide and Europe-wide
counts exclude movements from one AMC/Europe sub-Command to another.

[see also **Gain Actions**.]

Movement-Out-Of-Command Actions. The criteria for counting movements-out-of-command are identical to counting movements-into-command. See **Movement-Into-Command Actions**.

[see also **Loss Actions**.]

National Guard Employment.   United States citizens, paid under appropriated funds from Military Appropriations (see **Functional Designator**). Army National Guard Bureau civilian employees are divided into two categories:

Employees of the National Guard Computer Center, the National Guard Personnel Center, and the National Guard Operations Center (Title 5)	Employee Type = 1, Command Code = GB
National Guard Bureau Civilian Technicians (Title 32)	Employee Type = 8, Command Code = NG

[see also **Employee Type**.]

GLOSSARY OF TERMS

Non-Appropriated Fund (NAF) Employees. Employees paid from the non-appropriated fund. There is no distinction between direct or indirect hires for NAF employees.

[see also **Appropriated Fund Employees**.]

Non-U.S. Citizens. Non-United States citizens, paid under appropriated funds, hired by the United States Government to support Army's activities in their home countries. These employees could be hired directly by the Army ("Direct Hire"), or indirectly through contracts or agreements with other foreign governments ("Indirect Hire").

   Note: Direct Hires are Employee Type = 4.
   Indirect Hires are Employee Type = 5.

   Note: All non-U.S. Citizens are paid from Military Appropriations (see **Functional Designator**).

   Note: All current non-U.S. Citizens are in a regular, active pay status (Active Indicator = 1).

[see also **U.S. Citizens**.]

Occupational Series. Identifies an employee's occupation (a subdivision of an occupational family or group consisting of one or more classes of positions similar to a specialized line of work but differing in difficulty or responsibility of work and therefore in class). Identifies the specific occupation an employee is assigned to by a personnel action. Selected Army reports display statistical counts broken out by Occupational Series.

Specific code values appear in the **HQ ACPERS Data Element Dictionary**.

Outside of District of Columbia Metropolitan Area (DCMA). Includes State/County codes located in the U.S. (GSA Location Code = 00 through 99) but outside the District of Columbia Metropolitan Area (see **District of Columbia Metropolitan Area**).

[see also **DCMA**.]

Part Time Employee. Work Schedule = P, Q, S or T.

[see also **Full Time Employee, Intermittent Employee**.]

GLOSSARY OF TERMS

Pay Plan. Identifies the pay plan prescribed by law or other authoritative source that governs the compensation paid an employee. Selected Army reports display statistical counts broken out by Pay Plan, often in conjunction with Pay Grade.

The table below lists the pay plans currently in use by the Army; the list is not intended to be complete. For a complete list of code values, consult the **HQ ACPERS Data Element Dictionary**.

Code	Definition
AD	Administratively Determined
CA	Board of Contract Appeals
CZ	Canal Zone General Schedule
ED	Expert (appointed under 5 U.S.C. 3109)
EF	Consultant (appointed under 5 U.S.C. 3109)
EH	Advisory Committee Member (appointed under 5 U.S.C. 3109)
ES	Senior Executive Service (SES)
EX	Executive Schedule
GM	GS Employee Formerly Covered by PMRS
GS	General Schedule
GW	Positions Under Schedule A 213.3102(w), Classified Under and Paid At GS Rate
IE	Senior Intelligence Executive Service
IP	Senior Intelligence Professional
SR	Statutory Rates
ST	Scientific and Professional
SZ	CZ Special Category
WA	Navigational Lock and Dam Supervisory
WB	Regular Wage Board Not Converted To FWS And Other Non-FWS System, And For SPID 94
WD	Scheduling, Nonsupervisory
WG	Nonsupervisory Federal Wage Schedule
WJ	Supervisory Hopper Dredge Schedule
WK	Nonsupervisory Hopper Dredge Schedule
WL	Federal Wage Schedule Leader
WN	Scheduling, Supervisory
WO	Navigational Lock & Dam Operation and Maintenance Positions in COE Leader Federal Wage Schedule
WR	Aircraft, Electronic Equipment, and Optical Instrument Overhaul and Repair in Puerto Rico Leader Federal Wage System
WS	Federal Wage Schedule Supervisor
WT	Apprentices and Shop Trainees Federal Wage Schedule
WU	Aircraft, Electronic Equipment, and Optical Instrument Overhaul and Repair in Puerto Rico Nonsupervisory Federal Wage System
WW	Student Aid Employees (Schedule A 213.3102(w), Classified and Paid Under a Wage System

GLOSSARY OF TERMS

WY	Navigational Lock & Dam Operation and Maintenance. Position in COE Nonsupervisory Federal Wage Schedule
WZ	Panama System Type
XF	Floating Plant Nonsupervisory Position
XG	Floating Plant Leader Position
XH	Floating Plant Supervisory Position
XL	Leader Printing and Lithographic Pay Schedules
XP	Nonsupervisory Printing and Lithographic Pay Schedules
XS	Supervisory Printing and Lithographic Pay Schedules
YW	Student Aide Employees (Schedule A 213.3102(s))

[see also **Major Pay System, General Schedule, Wage System**.]

Permanent Appointments. Includes employees in the categories in the table below.

Category	Conditions
Regular	Employee Tenure = 1 or 2, plus Type of Appointment = 1A, 1C, 1D, 2A, 2C, 2D, 2F, 4E, 4F or 4K
Senior Executive Service (SES)	Employee Tenure = 0, plus Type of Appointment = 5A or 5B

[see also **Temporary Appointments, Indefinite Appointments**.]

Permanent Appointment Actions. Counts of the number of Army U.S. Citizen "gain" personnel actions with a permanent appointment and an effective date that falls within the reporting month. Includes actions with:

This:	Nature Of Action = 100 through 199 (Accessions)
And Either:	Employee Tenure = 1 or 2, plus Type of Appointment = 1A, 1C, 1D, 2A, 2C, 2D, 2F, 4E, 4F or 4K
Or:	Employee Tenure = 0, plus Type of Appointment = 5A or 5B (Senior Executive Service)
Plus:	Includes all gain actions that do not meet the criteria for any other appointment category and have Employee Tenure = 1 or 2

[see also **Gain Actions**.]

GLOSSARY OF TERMS

Personnel Office Identifier (POI). A 4-digit code used to identify the Federal Civilian Personnel Office authorized to appoint and separate an employee, and to the extent such functions have been delegated, prepare personnel actions, maintain official personnel records, and administer programs for staff compensation, training and development, benefits and awards, and employee and labor relations. The specific personnel office that supports an employee is referred to as the "Servicing Personnel Office". Selected Army reports display statistical counts broken out by POI.

  Note: POI was previously titled "Submitting Office Number (SON)".

Specific code values appear in the **HQ ACPERS Data Element Dictionary**.

Race/National Origin (RNO). Identifies the basic racial and national origin category of an employee. Selected Army reports display statistical counts broken out by RNO.

Specific code values appear in the **HQ ACPERS Data Element Dictionary**.

Regular Employment. U.S. citizen employees in an active pay status (Active Indicator = 1), who are not employed in a special employment category.

[see also **Special Employment, Active Indicator**.]

Resource Organization Code (ROC). An indicator of the resource organization to which an employee is assigned. Selected Army reports display statistical counts broken out by ROC.

Code	Definition
031	US ARMY INFO SYSTEMS CMD (ISC)
060	THE SURGEON GENERAL (SUMMARY)
061	THE SURGEON GENERAL (TSG)
080	USA CORPS OF ENGINEERS (SUMRY)
081	USA CORPS OF ENGINEERS (USACE)
1A0	PM RCAS (SUMMARY)
1A1	PM RCAS
120	ACS, INTELLIGENCE (SUMMARY)
122	USA INTEL OP DET
160	NATL SECURITY AGCY (SUMMARY)
161	USA SPT TO NSA
170	MILITARY ACADEMY (SUMMARY)
171	MILITARY ACEDEMY (USMA)
172	USMA PREP SCHOOL
180	NATL GUARD BUREAU (SUMMARY)
181	NGB TECHNICIANS
182	NGB COMPUTER CENTER

GLOSSARY OF TERMS

Resource Organization Code (ROC), continued.

Code	Definition
183	NGB FOA ACT / PERSONNEL CENTER
185	COMPO 2 MILITARY MANPOWER
190	DIR, CNT PAY OPS, USAFAC (SUM)
191	DIR, CNT PAY OPS, USAFAC
200	DA FINOPS, USAFAC (SUMMARY)
210	CRIMINAL INVEST CMD (SUMMARY)
211	CRIMINAL INVEST CMD (CIDC)
22A	OSA JOINT AGENCIES
22B	USA PERSCOM
22C	USA RES PERS CENTER
22D	OTHER DCSPER FOA
22E	DCSOPS FOA
22F	DCSLOG FOA
22G	USA CHAP SERV SUPT AGENCY
22H	USA PLANS & INFO SUPT AGENCY
220	DEPT HQ, FOA & ACTS (SUMMARY)
221	OSA DEPARTMENTAL ACTIVITIES
222	OSA FIELD OPERATING AGENCIES
223	OSA SUPPORT ACTIVITIES
224	CHIEF OF STAFF ACTIVITIES
225	CSA FIELD OPERATING AGENCIES
226	SA GENERAL OFFICER MESS
227	CSA STAFF SUPPORT AGENCIES
228	ARMY AUDIT AGENCY (AAA)
229	TJAG FOA (SUMMARY)
240	USAR RESERVE COMMAND (SUMMARY)
241	USAR RESERVE COMMAND
242	MUSARC
250	INTEL & SECURITY CMD (SUMMARY)
251	INTEL & SECURITY CMD (INSCOM)
280	NATL DEFENSE UNIVERSITY (SUM)
281	NATL DEFENSE UNIVERSITY
3A0	CDR,7TH SGNL & FT RITCHIE (SUM)
3A1	CDR,7TH SGNL & FT RITCHIE (FND)
3B0	USA ISEC, BELVOIR (SUMMARY)
3B1	USA ISEC, BELVOIR (FUND)
300	DIR, RET PAY OPNS, USAFAC (SUM)
301	DIR, RET PAY OPNS, USAFAC
320	USA FINANCE & ACTG CMD (SUM)
323	USA DEF EO MGT INST
324	USACEETA
325	USA-AAFES
329	USA FIN ACCOUNTING CENTER

GLOSSARY OF TERMS

<u>Resource Organization Code (ROC), continued.</u>

Code	Definition
350	MILITARY TRAFFIC MGT CMD (SUM)
351	MIL TRAFFIC MGT CMD (MTMC)
360	USA STRATEGIC DEF CMD (SUM)
362	USA STRATEGIC DEF CMD
380	USA RECRUITING CMD (SUMMARY)
381	USA RECRUITING CMD (USAREC)
390	MIL ENL PROC CMD (SUMMARY)
391	MIL ENL PROC CMD (MEPCOM)
400	MIL DIST OF WASH (SUMMARY)
401	MIL DIST OF WASH (MDW)
440	DIR, JOINT SPEC OPNS (SUMMARY)
441	DIR, JOINT SPEC OPNS
451	USA ELEMENT, ON-SITE INSP AGY
490	DEFENSE LOGISTIC AGY (SUMMARY)
491	DEFENSE LOGISTIC AGY (DLA)
5D0	PEO IEW (SUMMARY)
5D1	PEO IEW
5E0	PEO AVN (SUMMARY)
5E1	PEO AVN
5F0	PEO CMD & CTRL SYS (SUMMARY)
5F1	PEO CMD & CTRL SYS
5H0	PEO ARMAMENTS (SUMMARY)
5H1	PEO ARMAMENTS
5J0	PEO COMBAT SUPT (SUMMARY)
5J1	PEO COMBAT SUPT
5L0	PEO FIRE SUPT (SUMMARY)
5L1	PEO FIRE SUPT
5M0	PEO COMMUNICATIONS (SUMMARY)
5M1	PEO COMMUNICATIONS
5N0	PEO AIR DEF (SUMMARY)
5N1	PEO AIR DEF
5S0	PEO ARMORED SYS MODERNIZ (SUM)
5S1	PEO ARMORED SYS MODERNIZATION
5T0	PEO STAMIS (SUMMARY)
5T1	PEO STAMIS
5X0	AAESA (SUMMARY)
5X1	DIR ACQ MGMT SUPT AGENCY
50A	HHC SOSC
50B	USASOF PERSCOM
50C	USASOF FORSCOM
50D	USASOF AMC
50E	PEO AVIATION SOF
50X	RESERVED (SOF ONLY)

GLOSSARY OF TERMS

Code	Definition
500	USASOC (SUMMARY)
501	CDR, USASOC
503	US SOCOM (FROM ZNM)
504	JFK SPC WARFARE TNG CTR
505	SPECIAL OPS CMD, CENTRAL
506	JOINT SPECIAL OPERATING AGY
507	USA ELEMENT COMM UNIT
508	USA ELEMENT JT SP OPS CMD
509	SPECIAL OPNS SUPT ELEMENT
570	TRAINING & DOCTRINE CMD (SUM)
571	TRAINING & DOCTRINE CMD
572	JAG SCHOOL
574	USA WAR COLLEGE
575	TAFT/ETSS TEAMS
6A0	HQ ARMY MATERIEL CMD (SUMMARY)
6A1	HQ ARMY MATERIEL CMD
6A3	DEF SYS MGMT COLLEGE
6A4	COMMAND SYSTEMS INTEGRATED OFC
600	HQ USAMC-SPECIAL OP AGY (SUM)
720	TECH RES INST,ANDREWS AFB (SUM)
740	USA HEALTH SVC CMD (SUMMARY)
741	USA HEALTH SVC CMD (HSC)
760	USA FORCES CMD (SUMMARY)
761	USA FORCES CMD (FORSCOM)
762	JUWTF ATLANTIC
767	USA ELEMENT, FORCES CMD
780	8TH US ARMY (KOREA) (SUMMARY)
781	8TH US ARMY (KOREA)
784	HQ USFCS KOREA/8TH ARMY
785	HQ UNC/ROC CFC
786	KOREA SPECIAL FORCES
787	USFCS KOREA
788	KOREA RESERVE FORCES
820	USA PACIFIC (USARPAC) (SUM)
821	USA PACIFIC (USARPAC)
822	ALASKAN FORCES
823	JAPAN FORCES
824	USA ELE STRS & STRIPES-PACIFIC
825	PACIFIC SPECIAL FORCES
826	PACCOM SPECIAL FORCES
828	USARPAC RESERVE FORCE
84N	SOUTHCOM SPEC ACT
84P	SOUTHCOM INDIC & ANAL CTR

GLOSSARY OF TERMS

Resource Organization Code (ROC), continued.

Code	Definition
840	USARSO (SUMMARY)
841	USARSO
843	USA ELEMENT, US SOUTHCOM
844	LANTCOM CARIBBEAN AREA ACTS
846	REGIONAL SEC ASSIST - SOUTH

Return-To-Duty Actions. Counts of the number of Army U.S. Citizen "gain" personnel actions with a return-to-duty nature of action and an effective date that falls within the reporting month. Includes actions with:

This:	Nature Of Action = 280 (Placement In Pay Status)
Or:	Nature Of Action = 292 (Return-To-Duty)
Or:	Nature Of Action = 293 (Return To Pay Status)

[see also **Gain Actions**.]

Return-To-Duty From Leave-Without-Pay (LWOP) Actions. Counts of the number of Army U.S. Citizen "return to duty from LWOP" personnel actions with an effective date that falls within the reporting month. An action is counted under this category when an employee is moved from "non-pay" to "active-pay" status. Includes actions with:

This:	Nature Of Action = 292 (Return To Duty)
And:	1st Legal Authority = NYM (Reg. 334.101), or 1st Legal Authority = Q3K (5 CFR Part 353), or 1st Legal Authority = AQM (MSPB Directive-Inj), or 1st Legal Authority = DAM (FPM Chap. 630)
And:	Type of Appointment = 1A, 1C, 1D, 2A, 2C, 2D, 2F, 4C, 4E, 4F, 4G, 4H, 4J, 4K, 5A, 5B, 5E, 5F

[see also **Leave-Without-Pay Actions**.]

GLOSSARY OF TERMS

Senior Level Employment.   This term includes all Department of the Army U.S. citizens, paid out of appropriated funds, serving in higher-level pay grades, who meet all of the following criteria:

This:	Active-pay, Direct-Hire Army U.S. Citizens (Agency Code = AR, Employee Type = 1, Active Indicator = 1 or 2); **--Or--** Active-Pay, National Guard Bureau Civilian Technicians (Agency Code = AR, Employee Type = 8, Active Indicator = 1 or 2).
And:	Full-Time Employment (Work Schedule = F or G).
And:	Permanent Tenure (Employee Tenure = 1 or 2). Note: SES and Executive Schedule employees (Pay Plan = ES or EX) should be counted as permanent tenure employees.
And:	Military Appropriations (Function Designator = 1).
And:	Pay Plan = GS, GM, GG, CZ --And-- Pay Grade = 14 or 15; **--Or—** Pay Plan = ES --And-- Type of Appointment = 5A or 5B; **--Or—** Pay Plan = CA, EX, IE, IP, ST; **--Or—** Any Pay Plan other than GS, GM, GG, CZ, ES, CA, EX, IE, IP or ST that has a <u>base</u> *per annum* salary, as follows: If Reporting Year = 1989, Salary > $48,591.99; If Reporting Year = 1990, Salary > $50,341.99; If Reporting Year = 1991, Salary > $52,405.99; If Reporting Year = 1992, Salary > $54,606.99; If Reporting Year = 1993, Salary > $56,626.99; If Reporting Year = 1994, Salary > $58,375.99; If Reporting Year = 1995, Salary > $59,922.99; If Reporting Year = 1996, Salary > $58,913.99; If Reporting Year = 1997, Salary > $66,301.99; If Reporting Year = 1998, *[salary rules not yet established by HQDA].* Note: Base salary excludes locality pay and all other special pay adjustments.

GLOSSARY OF TERMS

Serviced Employment. This term includes all <u>Federal</u> employees who are serviced by <u>Army</u> civilian personnel offices. This group covers both appropriated-fund and NAF employees.

Also called the "serviced population" or the "serviced workforce".

This population includes:	(1) <u>Army</u> U.S. Citizens and non-U.S. Citizens (Employee Type = 1, 4, 5, 6, 7) who are serviced by an <u>Army</u> civilian personnel office (determined by Personnel Office ID).
	(2) <u>Non-Army</u> employees (Employee Type = 2, 3, 4, 5, 7) who are serviced by an <u>Army</u> civilian personnel office. Note: All non-Army employees in the HQ ACPERS database are serviced by Army.

This population <u>excludes</u>:	(1) <u>Army</u> U.S. Citizens and non-U.S. Citizens (Employee Type = 1, 4, 5, 6, 7) who are serviced by a <u>non-Army</u> civilian personnel office (determined by Personnel Office ID).
	(2) Employees in a Loss (separated) status (Active Indicator =6).
	(3) National Guard Bureau Civilian Technicians (Employee Type = 8).

[see also **Army Employment, Employee Type**.]

GLOSSARY OF TERMS

Special Employment. U.S. citizen employees in an active pay status (Active Indicator = 2), who are employed in a special employment category, as outlined in the table below.

Category	Conditions
Summer Aide	Pay Plan = YV, plus Appointment Authority = WVM or ZVM
Employee Stay-In-School (SIS) Campaign	Pay Plan = YW, GW, or WW, plus Appointment Authority = WWM or ZWM
Panama Student Aide	Pay Plan = SZ, plus Occupational Series = 3506
Federal Junior Fellowship (FJF) Program	Appointment Authority = YAM
Worker-Trainee Opportunity (WTO)	Special Program Identifier = 90, plus Appointment Authority = MBM, J8P, J8R, J8T, or J8V --plus either-- Pay Grade less than 05, plus Pay Plan = SZ, WB, WD, WG, WK, WM, WT, WU, WY, WZ, or XP --or-- Pay Grade less than 04, plus Pay Plan = GS or CZ
Veterans Readjustment Appointment (VRA)	Special Program Identifier = 88, plus Appointment Authority = J8P, J8R, J8T, or J8V --plus either-- Pay Grade less than 04, plus Pay Plan = SZ, WB, WD, WG, WK, WM, WT, WU, WY, WZ, or XP --or-- Pay Grade = 01, plus Pay Plan = GS or CZ
Cooperative Education Programs	Appointment Authority = "Y1M, Y2M, Y3M, YBM, or YGM
Leave With Pay Pending Disability Retirement -or- Optional Retirement Due To Ill Health	Duty Status = 89

[see also **Regular Employment, Active Indicator**.]

GLOSSARY OF TERMS

Summer Hire Gain Actions. Counts of the number of Army <u>U.S. Citizen</u> "gain" personnel actions with a <u>summer hire</u> nature of action and an effective date that falls within the reporting month. Includes actions with:

This:	Nature Of Action = 117 (Summer Appointment Not-To-Exceed Date)
And:	Employee Tenure = 0, plus Type of Appointment = 3A, 3C, 3D, 3J, 4C

    <u>Note</u>: "Summer Hire Gains" are reflected in the "Total Gains" count as part of the
                 Temporary or Indefinite Appointment Categories.

[see also **Gain Actions**.]

Temporary Appointment Actions. Counts of the number of Army <u>U.S. Citizen</u> "gain" personnel actions with a <u>temporary appointment</u> and an effective date that falls within the reporting month. Includes actions with:

This:	Nature Of Action = 100 through 199 (Accessions)
And:	Employee Tenure = 0 or 3, plus Type of Appointment = 3A, 3C, 3D, 3E, 3F, 3H, 3J, 4A, 4D, 4M, 5C, 5D or 5F
Plus:	Includes all gain actions that do not meet the criteria for any other appointment category <u>and</u> have Employee Tenure = 0

[see also **Gain Actions**.]

Temporary Appointments. Includes employees in the categories in the table below.

Category	Conditions
Regular	Employee Tenure = 0 or 3, plus Type of Appointment = 3A, 3C, 3D, 3E, 3F, 3H, 3J, 4A, 4D or 4M
Senior Executive Service (SES)	Employee Tenure = 0, plus Type of Appointment = 5C, 5D or 5F

[see also **Permanent Appointments, Indefinite Appointments**.]

GLOSSARY OF TERMS

Term Appointment Actions. Counts of the number of Army <u>U.S. Citizen</u> "gain" personnel actions with a <u>term appointment</u> and an effective date that falls within the reporting month. Includes actions with:

This:	Nature Of Action = 108 (Term Appointment Not-To-Exceed Date), or Nature Of Action = 148 (SES Limited Term Appt. Not-To-Exceed Date), or Nature Of Action = 154 (Canal Area Term Appt. Not-To-Exceed Date)
And:	Employee Tenure = 0 or 3, plus Type of Appointment = 3E, 3F, 5C

<u>Note</u>: "Term Appointments" are reflected in the "Total Gains" count as part of the
Temporary or Indefinite Appointment Categories.

[see also **Gain Actions**.]

Territories (Duty Locations). Includes GSA Location Codes that identify United States territories, as follows:

Code	Definition
AQ	American Samoa
BQ	Navassa Island
CQ	Northern Mariana Island
DQ	Jarvis Island
FM	Federal States of Micronesia
FQ	Baker Island
GQ	Guam
HQ	Howland Island
JQ	Johnston Atoll
KQ	Kingman Reef
LQ	Palmyra Atoll
MQ	Midway Island
PS	Trust Territories of the Pacific
RM	Marshall Islands
RQ	Puerto Rico
VQ	Virgin Island
WQ	Wake Island

[see also **Foreign Countries**.]

GLOSSARY OF TERMS

Unit Identification Code (UIC). The organizational unit to which an employee is officially assigned by personnel action. Values are defined by Manpower organizations in conjuction with DA Deputy Chief of Staff, Operations (DCSOPS). Codes always start with a "W" for Army employees.

Specific values are maintained within the SORTS system, which is the HQDA system of record for UICs.

United States Citizens. United States citizens, paid under appropriated funds, employed by the United States Government. Non-United States Citizens stationed at the Defense Language Institute (DLI), California are counted as 'U.S. Citizens' for strength accounting purposes, with the exception of the SF-113A Report which includes a separate report line for "Non-Citizens".

United States Citizenship Code. Identifies the citizenship of an employee. Includes the values:

Code	Definition
1	United States Citizen
5	Non-United States Citizen -- Stationed outside of the United States
8	Non-United States Citizen -- Stationed at the Defense Language Institute (DLI), California. IMPORTANT: These employees are counted as 'U.S. Citizens' for strength accounting purposes, with the exception of the SF-113A Report which includes a separate report line for "Non-Citizens".

U.S. States (Duty Locations). Identifies employees assigned within the United States. Includes GSA Location Codes = 00 through 99. Includes employees assigned within and outside of the District of Columbia Metropolitan Area (DCMA).

Wage System. All Federal Wage Schedule pay plans starting with the letter W or X.

[see also **Pay Plan, Major Pay System**.]

GLOSSARY OF TERMS

Work Schedule. The time basis on which an employee is scheduled to work.

Code	Definition
F	Full Time
G	Full Time Seasonal
H	Full Time On-Call
I	Intermittent Irregular Schedule
J	Intermittent Seasonal Regular Schedule
P	Part Time
Q	Part Time Seasonal
R	Part Time On-Call
S	Part Time Job Sharer
T	Part Time Seasonal Job Sharer

[see also **Work Schedule Rollup, Full Time Employee, Part Time Employee, Intermittent Employee**.]

Work Schedule Rollup. Identifies which rollup group the employee's work schedule falls under. Many Army strength counts are broken out by work schedule rollup.

Code	Definition
F	Employees with a Full Time Work Schedule. Includes the following Work Schedules: F Full Time G Full Time Seasonal H Full Time On-Call
P	Employees with a Part Time Work Schedule. Includes the following Work Schedules: P Part Time Q Part Time Seasonal R Part Time On-Call S Part Time Job Sharer T Part Time Seasonal Job Sharer
I	Employees with an Intermittent Work Schedule. Includes the following Work Schedules: I Intermittent - Irregular Schedule J Intermittent – Seasonal Regular Schedule

[see also **Work Schedule**.]

End of Glossary.

PRODUCT DESCRIPTIONS

3.1 ACPERS - HQ ACPERS Online Report Screens

The Headquarters Army Civilian Personnel System (HQ ACPERS) online report screens are accessed by the user from a terminal by logging into the PERNET system. Access to PERNET/HQ ACPERS can be obtained from the ASA(M&RA)-CPS office (see the **About the Automated Products Guide** section to obtain the address and phone number of this office).

Some screens provide simple on-screen queries. Online comparison-count screens are a type of online inquiry that allow the user to calculate and display statistical counts and percentages. The user can choose from a variety of parameters to obtain the desired count and *compare* several columns of slightly varied statistics.

Online report selection screens are used to initiate true reports. The user can enter the reporting date or period and parameters to tailor the report. The report will be generated "off-line", i.e., independently of the online system. These reports can be printed.

RCS #	FREQ	PCN #	DESCRIPTION
ACPERS	AS-REQ	ZMD-801	LIST CURRENT NAMES

This report displays employee social security numbers, personnel office identifiers, command codes, and duty stations for a specified name. Enables users to select a name from a list to obtain more specific information on an individual (i.e., to display report ZMD-802). The report is accessed as screen "801".

RCS #	FREQ	PCN #	DESCRIPTION
ACPERS	AS-REQ	ZMD-802	VIEW CURRENT EMPLOYEE MASTER DATA

This report displays an employee's name, social security number, current command code, prior command code, pay plan, occupational series, pay grade, salary, work schedule, employee tenure, duty station, veterans preference, and civilian position control number. The report is accessed as screen "802".

RCS #	FREQ	PCN #	DESCRIPTION
ACPERS	AS-REQ	ZMD-804	LIST COMPLETED TRAINING COURSES

This report displays information on the training courses that an employee has completed, including the completed course number, course title, and date completed. The user has the capability of selecting a specific course to obtain additional information. The report is accessed as screen "804".

AS-REQ=As Required/Ad Hoc   ANN=Annually   QTR=Quarterly   MON=Monthly   WK=Weekly

PRODUCT DESCRIPTIONS

3.1 ACPERS - HQ ACPERS Online Report Screens, continued

RCS #	FREQ	PCN #	DESCRIPTION

ACPERS   AS-REQ   ZMD-806   VIEW CURRENT PERSONAL DATA

This report displays specific information on an employee's current personal data, including employee name, year degree attained, academic discipline, educational level, race/national origin, gender, handicap, performance rating, and the date the rating was completed. The report is accessed as screen "806".

ACPERS   AS-REQ   ZMD-9A2   DCSPER-322 REPORT - PART 1

This report provides an on-screen facsimile of the DCSPER-322 Report, Part 1, "DA EMPLOYMENT BY COMMAND"; for a specific month. The report is accessed from screen "900".

ACPERS   AS-REQ   ZMD-9A2   DCSPER-322 REPORT - PART 3

This report provides an on-screen facsimile of the DCSPER-322 Report, Part 3, "DA EMPLOYMENT BY COMMAND, POI, UIC"; for a specific month. The report is accessed from screen "900".

ACPERS   AS-REQ   ZMD-9A2   DCSPER-322 REPORT - PART 4

This report provides an on-screen facsimile of the DCSPER-322 Report, Part 4, "DA EMPLOYMENT BY POI, COMMAND, UIC"; for a specific month. The report is accessed from screen "900".

ACPERS   AS-REQ   ZMD-9A2   DCSPER-322 REPORT - PART 5

This report provides an on-screen facsimile of the DCSPER-322 Report, Part 5, "DA EMPLOYMENT BY COMMAND, UIC, POI"; for a specific month. The report is accessed from screen "900".

ACPERS   AS-REQ   ZMD-9A2   DCSPER-322 REPORT - PART 6

This report provides an on-screen facsimile of the DCSPER-322 Report, Part 6, "DA FRACTIONALIZED EMPLOYMENT BY POI, COMMAND, UIC"; for a specific month. The report is accessed from screen "900".

AS-REQ=As Required/Ad Hoc   ANN=Annually   QTR=Quarterly   MON=Monthly   WK=Weekly

3.1 ACPERS - HQ ACPERS Online Report Screens, continued

RCS #	FREQ	PCN #	DESCRIPTION

ACPERS   AS-REQ   ZMD-9A2   DCSPER-322 REPORT - PART 7

This report provides an on-screen facsimile of the DCSPER-322 Report, Part 7, "DA FRACTIONALIZED EMPLOYMENT BY COMMAND, UIC, POI"; for a specific month. The report is accessed from screen "900".

ACPERS   AS-REQ   ZMD-9B1   U.S. CITIZEN GAINS & LOSSES; COMMAND COMPARISON

This report displays counts of the number of DA gain & loss actions for U.S. citizens for a specific month; broken out by command code. The report is accessed as screen "9B1".

ACPERS   AS-REQ   ZMD-9B2   ACTIVE U.S. CITIZENS; BY CATEGORY

This report displays counts of the number DA U.S. citizens for a specific month; broken out by pay status, function, appointment category, work schedule, major pay system, major geographic area, command code. The report is accessed as screen "9B2".

ACPERS   AS-REQ   ZMD-9B3   U.S. CITIZEN EMPLOYMENT; BY CATEGORY

This report displays counts of the number DA U.S. citizens for a specific month; broken out by pay status, function, appointment category, work schedule, major pay system, major geographic area, command code. The report is accessed as screen "9B2".

ACPERS   AS-REQ   ZMD-9C1   TOTAL ACTIVE EMPLOYMENT; BY CATEGORY

This report displays counts of the number DA employees for a specific month; broken out by employee type, pay status, appointment category, work schedule, major pay system, major geographic area, command code. The report is accessed as screen "9C1".

ACPERS   AS-REQ   ZMD-9C2   TOTAL CEILING EMPLOYMENT; BY CATEGORY

This report displays counts of the number DA employees accountable under the DA strength ceiling for a specific month; broken out by employee type, pay status, appointment category, work schedule, major pay system, major geographic area, command code. The report is accessed as screen "9C2".

AS-REQ=As Required/Ad Hoc   ANN=Annually   QTR=Quarterly   MON=Monthly   WK=Weekly

PRODUCT DESCRIPTIONS

3.1 ACPERS - HQ ACPERS Online Report Screens, continued

RCS #	**FREQ**	**PCN #**	**DESCRIPTION**

ACPERS　　　**AS-REQ**　　**ZMD-9C3**　　**TOTAL DIRECT-HIRE EMPLOYMENT; BY CATEGORY**

This report displays counts of the number DA direct-hire employees for a specific month; broken out by employee type, function, pay status, appointment category, work schedule, major pay system, major geographic area, command code. The report is accessed as screen "9C3".

ACPERS　　　**AS-REQ**　　**ZMD-9D1**　　**DA EMPLOYMENT; BY COMMAND & DUTY STATION**

This report displays counts of the number DA employees for a specific month; broken out by employee type (U.S. citizens, direct hire foreign nationals, indirect hire foreign nationals); with further breakouts by function, command code, duty station. The report is accessed as screen "9D1".

ACPERS　　　**AS-REQ**　　**ZMD-9D2**　　**DA EMPLOYMENT; BY COMMAND & UIC**

This report displays counts of the number DA employees for a specific month; broken out by employee type (U.S. citizens, direct hire foreign nationals, indirect hire foreign nationals); with further breakouts by function, command code, UIC code. The report is accessed as screen "9D2".

ACPERS　　　**AS-REQ**　　**ZMD-9D3**　　**DA EMPLOYMENT; BY POI & UIC**

This report displays counts of the number DA employees for a specific month; broken out by employee type (U.S. citizens, direct hire foreign nationals, indirect hire foreign nationals); with further breakouts by function, POI, UIC code. The report is accessed as screen "9D3".

ACPERS　　　**AS-REQ**　　**ZMD-9D4**　　**DA EMPLOYMENT; BY COMMAND & POI**

This report displays counts of the number DA employees for a specific month; broken out by employee type (U.S. citizens, direct hire foreign nationals, indirect hire foreign nationals); with further breakouts by function, command code, POI. The report is accessed as screen "9D4".

ACPERS　　　**AS-REQ**　　**ZMD-9D5**　　**DA EMPLOYMENT; BY ROC & UIC**

This report displays counts of the number DA employees for a specific month; broken out by employee type (U.S. citizens, direct hire foreign nationals, indirect hire foreign nationals); with further breakouts by function, resource objective code (ROC), UIC. The report is accessed as screen "9D5".

AS-REQ=As Required/Ad Hoc　　　ANN=Annually　　　QTR=Quarterly　　　MON=Monthly　　　WK=Weekly

PRODUCT DESCRIPTIONS

3.1 ACPERS - HQ ACPERS Online Report Screens, continued

RCS #	FREQ	PCN #	DESCRIPTION

ACPERS   **AS-REQ**   **ZMD-9D6**   **DA EMPLOYMENT; BY COMMAND & OCC SERIES**

This report displays counts of the number DA employees for a specific month; broken out by employee type (U.S. citizens, direct hire foreign nationals, indirect hire foreign nationals); with further breakouts by command code, occupational series, career program, pay plan & grade combination. The report is accessed as screen "9D6".

ACPERS   **AS-REQ**   **ZMD-9E1**   **SENIOR LEVEL POSITION STATUS; COMMAND
                                                                                COMPARISON**

This report displays counts of the number DA senior level employees for a specific month; broken out with actual totals, baseline totals, target totals; further breakouts by command, race/national origin, gender. The report is accessed as screen "9E1". **NOTE: This report is temporarily unavailable, due to changes in counting specifications.**

ACPERS   **AS-REQ**   **ZMD-9E2**   **OA-22 SENIOR LEVEL POSITION STATUS; COMMAND
                                                                                COMPARISON**

This report displays counts of the number DA senior level employees under operating agency '22' for a specific month; broken out with actual totals, baseline totals, target totals; further breakouts by command, race/national origin, gender. The report is accessed as screen "9E2". **NOTE: This report is temporarily unavailable, due to changes in counting specifications.**

ACPERS   **AS-REQ**   **ZMD-9E3**   **SES POSITION STATUS; COMMAND COMPARISON**

This report displays counts of the number DA Senior Executive Service employees for a specific month; broken out with actual totals, baseline totals, target totals; further breakouts by command, race/national origin, gender. The report is accessed as screen "9E3". **NOTE: This report is temporarily unavailable, due to changes in counting specifications.**

AS-REQ=As Required/Ad Hoc   ANN=Annually   QTR=Quarterly   MON=Monthly   WK=Weekly

PRODUCT DESCRIPTIONS

3.1 ACPERS - HQ ACPERS Online Report Screens, continued

RCS #   **FREQ**   **PCN #**   **DESCRIPTION**

ACPERS   **AS-REQ**   **ZMD-9E4**   **OA-22 SES POSITION STATUS; COMMAND COMPARISON**

This report displays counts of the number DA Senior Executive Service employees under operating agency '22' for a specific month; broken out with actual totals, baseline totals, target totals; further breakouts by command, race/national origin, gender. The report is accessed as screen "9E4". **NOTE: This report is temporarily unavailable, due to changes in counting specifications.**

ACPERS   **AS-REQ**   **ZMD-9E5**   **SENIOR LEVEL EMPLOYMENT PROFILE**

This report displays counts of the number DA senior level employees for a specific month; broken out by pay system category and command code. The report is accessed as screen "9E5". **NOTE: This report is temporarily unavailable, due to changes in counting specifications.**

ACPERS   **AS-REQ**   **ZMD-9F1**   **ACTIVE EMPLOYMENT (ADJUSTED SF-113A)**

This report displays counts of the number DA employees accountable under the DA strength ceiling for a specific month (military functions only); broken out with totals for direct hire, fractionalized figures, summer hires, combined figures. Includes national guard employees. This report was formerly named the DCSPER-560. The report is accessed as screen "9F1".

ACPERS   **AS-REQ**   **ZMD-9F2**   **DIRECT HIRE EMPLOYMENT (SF-113A)**

This report provides an on-screen facsimile of the SF-113A Report, Part 1, "DA EMPLOYMENT SUMMARY"; for a specific month. Includes national guard employees. The report is accessed as screen "9F2".

ACPERS   **AS-REQ**   **ZMD-9F3**   **U.S. CITIZEN EMPLOYMENT (DCSPER-322)**

This report displays counts of the number DA U.S. citizens for a specific month; broken out by pay status, special employment program, summer hires, non-pay category, command code. The report is accessed as screen "9F3".

AS-REQ=As Required/Ad Hoc   ANN=Annually   QTR=Quarterly   MON=Monthly   WK=Weekly

PRODUCT DESCRIPTIONS

3.1 ACPERS - HQ ACPERS Online Report Screens, continued

RCS #	FREQ	PCN #	DESCRIPTION

ACPERS   AS-REQ   ZMD-9F4   ARMY EMPLOYMENT SUMMARY; BY CATEGORY

This report displays counts of the number DA employees for a specific month; broken out by employee type, pay status, non-pay category. Includes national guard and non-appropriated fund employees. The report is accessed as screen "9F4".

ACPERS   AS-REQ   ZMD-9F5   U.S. CITIZEN GAINS & LOSSES (REDUCTION MONITOR)

This report displays counts of the number DA U.S. citizen gain and loss actions for a specific month; broken out by appointment category, summer hire gains, term appointments, LWOP action type, command code. The report is accessed as screen "9F5".

ACPERS   AS-REQ   ZMD-9F6   COMMAND EMPLOYMENT LEVELS; BY MONTH

This report displays 13 monthly counts of the number DA employees in selected categories for a specific command code; broken out by employee type, pay status. The report is accessed as screen "9F6".

ACPERS   AS-REQ   ZMD-9F7   DA SELECTED EMPLOYMENT LEVELS; BY MONTH

This report displays 13 monthly counts of the number DA employees in selected categories for a specific command code; broken out by employee type, pay status. Includes national guard and non-appropriated fund employees. The report is accessed as screen "9F7".

ACPERS   AS-REQ   ZMD-9F8   DA EMPLOYMENT LEVELS; BY COMMAND

This report displays counts of the number DA employees in selected categories for a specific month; broken out by employee type, pay status, command code. The report is accessed as screen "9F8".

ACPERS   AS-REQ   ZMD-9F9   DA SELECTED EMPLOYMENT LEVELS; BY COMMAND

This report displays counts of the number DA employees in selected categories for a specific month; broken out by employee type, pay status, command code. Includes national guard and non-appropriated fund employees. The report is accessed as screen "9F9".

AS-REQ=As Required/Ad Hoc   ANN=Annually   QTR=Quarterly   MON=Monthly   WK=Weekly

PRODUCT DESCRIPTIONS

3.1 ACPERS - HQ ACPERS Online Report Screens, continued

RCS #   **FREQ**   **PCN #**   **DESCRIPTION**

ACPERS   **AS-REQ**   **ZMD-A44**   **RIF REPORT SELECTION SCREEN**

This screen allows the user to generate various reports on DA reductions-in-force (RIFs) for selected periods of time.

The report population can be narrowed by entering a specific command code, Personnel Office Identifier, unit identification code, pay plan, gender, occupational series, pay grade range, handicap code, and race/national origin.

The reports that can be generated using this screen provide counts on the results of a RIF (Reduction in Force) broken out by type of action, including reassignments, change to lower grade (with retained grade), change to lower grade (without retained grade), separations, and retirements.

The selection screen is accessed as screen "A44". The available reports are:

- General RIF Results Report -- DA Summary
- General RIF Results Report -- by Command
- General RIF Results Report -- by Command and POI
- General RIF Results Report -- by POI and Command
- RIF Results Caused by Commercial Activities -- DA Summary
- RIF Results Caused by Commercial Activities -- by Command
- RIF Results Caused by Commercial Activities -- by Command and POI
- RIF Results Caused by Commercial Activities -- by POI and Command

ACPERS   **AS-REQ**   **ZMD-A45**   **CIPMS EMPLOYEES IN GRADES 13 THRU 15 BY**
                                                                    OCCUPATIONAL SERIES

This report provides counts on the number of Army employees under the Civilian Intelligence Personnel Management System (CIPMS). Counts and percentages are provided by occupational series in grades 13, 14, and 15. Totals in each occupational series are also provided. The report is accessed as screen "A45".

AS-REQ=As Required/Ad Hoc   ANN=Annually   QTR=Quarterly   MON=Monthly   WK=Weekly

PRODUCT DESCRIPTIONS

3.1 ACPERS - HQ ACPERS Online Report Screens, continued

RCS #	FREQ	PCN #	DESCRIPTION

ACPERS   **AS-REQ**   **ZMD-B11**   **COMPLETED TRAINING -- COURSE HOURS**

This report includes up to four comparison counts of all completed training displaying the number of instances of all completed training, the total number of completed duty hours and completed non-duty hours for a specified period of time, and any combination of command code, Personnel Office Identifier, course ID, course sequence number, course purpose/source, training method, supervisory position, career program, special employment program, pay plan, occupational series, pay grade range, gender, race/national origin, or AMS Code. The report is accessed as screen "B11".

ACPERS   **AS-REQ**   **ZMD-B12**   **COMPLETED TRAINING-- DIRECT/INDIRECT COSTS**

This report includes up to four comparison counts of all completed training displaying the number of instances of all completed training, the direct costs and the indirect costs for any combination of a specified command code, Personnel Office Identifier, course ID, course sequence number, course purpose/source, training method, supervisory position, career program, special employment program, pay plan, occupational series, pay grade range, gender, race/national origin, or AMS Code. The report is accessed as screen "B12".

ACPERS   **AS-REQ**   **ZMD-B23**   **LONG TERM TRAINING IN PROGRESS**

This report includes up to four comparison counts of long term training in progress displaying the number of instances of training in progress, direct costs, and indirect costs for any combination of a specified command code, Personnel Office Identifier, course ID, course sequence number, course purpose/source, training method, supervisory position, career program, special employment program, pay plan, occupational series, pay grade range, gender, race/national origin, or AMS Code. The report is accessed as screen "B23".

AS-REQ=As Required/Ad Hoc   ANN=Annually   QTR=Quarterly   MON=Monthly   WK=Weekly

PRODUCT DESCRIPTIONS

3.1 ACPERS - HQ ACPERS Online Report Screens, continued

RCS #   **FREQ**   **PCN #**   **DESCRIPTION**

ACPERS   **AS-REQ**   **ZMD-B41**   **COMPLETED TRAINING REPORT SELECTION SCREEN**

This screen allows the user to generate various reports on completed training courses for selected periods of time.

The report population can be narrowed by entering a specific command code, Personnel Office Identifier, pay plan, occupational series, course type (SAID), course source, career field, and intelligence position code.

The reports that can be generated using this screen provide counts of instances of completed short term, long term, or mandatory training for a specified period, including the social security number, pay plan, occupational series, pay grade, special employment program code, method of training, and course title for each instance of training.

The selection screen is accessed as screen "B41". The available reports are:

- Completed Short Term Training-- DA Summary
- Completed Short Term Training By Command
- Completed Short Term Training By Command Code And Personnel Office Identifier
- Completed Long Term Training-- DA Summary
- Completed Long Term Training By Command Code
- Completed Long Term Training By Command Code And Personnel Office Identifier
- Completed (Mandatory) Training-- DA Summary
- Completed (Mandatory) Training By Command Code
- Completed (Mandatory) Training By Command Code And Personnel Office Identifier

AS-REQ=As Required/Ad Hoc   ANN=Annually   QTR=Quarterly   MON=Monthly   WK=Weekly

3.1 ACPERS - HQ ACPERS Online Report Screens, continued

RCS #	FREQ	PCN #	DESCRIPTION
ACPERS	**AS-REQ**	**ZMD-B42**	**TRAINING IN PROGRESS REPORT SELECTION SCREEN**

This screen allows the user to generate various reports on in-progress training courses for selected periods of time.

The report population can be narrowed by entering a specific command code, Personnel Office Identifier, unit identification code, pay plan, occupational series, course type (SAID), course source, career field, special employment program, and intelligence position code.

The reports that can be generated using this screen provide counts of instances of long-term training in progress, including the social security number, pay plan, occupational series, pay grade, special employment program code, method of training, and course title for each instance of training.

The selection screen is accessed as screen "B42". The available reports are:

- Long Term Training In Progress Report-- DA Summary
- Long Term Training In Progress Report By Command
- Long Term Training In Progress Report By Command And Personnel Office Identifier

AS-REQ=As Required/Ad Hoc   ANN=Annually   QTR=Quarterly   MON=Monthly   WK=Weekly

PRODUCT DESCRIPTIONS

3.1 ACPERS - HQ ACPERS Online Report Screens, continued

RCS #   **FREQ**   **PCN #**   **DESCRIPTION**

ACPERS   **AS-REQ**   **ZMD-B43**   **ANNUAL STATISTICAL SUMMARY OF TRAINING DATA REPORT SELECTION SCREEN**

This screen allows the user to generate various reports on training courses for selected periods of time.

The report population can be narrowed by entering a specific command code, Personnel Office Identifier, or intelligence position code.

The reports that can be generated using this screen provide the number of instances and the associated hours of long and short-term training. Counts are broken out by training source (internal, interagency, college, other). The report also displays counts by position level (executive, supervisor, non-supervisor) to include the total number in each category, total number trained in each category, and total training hours in each category. Information on itemized expenses is also displayed.

The selection screen is accessed as screen "B43". The available reports are:

- Annual Statistical Summary Of Training Data -- Da Summary
- Annual Statistical Summary Of Training Data By Personnel Office Identifier/Command Code
- Annual Statistical Summary Of Training Data By Command Code
- Annual Statistical Summary Of Training Data By Personnel Office Identifier
- Annual Statistical Summary Of Training Data -- Command Summary

ACPERS   **AS-REQ**   **ZMD-C11**   **PERFORMANCE RATINGS BY COMPLETED STATUS**

This report includes up to four comparison counts of all performance ratings, displaying the total number of ratings, the number completed on time, the number completed late, and the number of ratings overdue, for a specified period of time, and any combination of command code, Personnel Office Identifier, unit identification code, rating system, rating level, pay plan, career program, special employment program, and intelligence position. The report is accessed as screen "C11".

AS-REQ=As Required/Ad Hoc   ANN=Annually   QTR=Quarterly   MON=Monthly   WK=Weekly

PRODUCT DESCRIPTIONS

3.1 ACPERS - HQ ACPERS Online Report Screens, continued

RCS #	FREQ	PCN #	DESCRIPTION

ACPERS   **AS-REQ**   **ZMD-C12**   **NUMBER OF PERFORMANCE RATINGS BY DEMOGRAPHICS**

This report provides up to four comparison counts on the number of ratings for a specified period of time, and any combination of command code, personnel office identifier, unit identification code, rating system, rating level, pay plan, occupational series, grade range, work schedule, type of appointment, position occupied, supervisory position, career program, employee tenure, special employment program, intelligence program, gender, race/national origin, handicap, or age range. The report is accessed as screen "C12".

ACPERS   **AS-REQ**   **ZMD-C21**   **PERFORMANCE RATING REPORT SELECTION SCREEN**

This screen allows the user to generate various reports on employee performance ratings for selected periods of time.

The report population can be narrowed by entering a specific command code, Personnel Office Identifier, employee age range, sex, race/national origin, or employee pay grade range.

The reports that can be generated using this screen fall into two categories:

The first three reports provide information on general schedule employees, federal wage service employees, and employees who were formerly under the Personnel Management Recognition System for a specified period of time. Counts are displayed for the number of employees in each of the above categories with ratings due, ratings completed, as well as the number and percentages in each category by rating level.

The fourth report provides information on employees in the Senior Executive Service (SES) by major command. Information is provided on the number of SES employees who have been appraised and the number and percentage at each rating level.

The selection screen is accessed as screen "C21". The available reports are:

- Performance Rating Report
- Performance Rating Report By Command
- Performance Rating Report By Command And Personnel Office Identifier
- SES Performance Rating Report

AS-REQ=As Required/Ad Hoc   ANN=Annually   QTR=Quarterly   MON=Monthly   WK=Weekly

PRODUCT DESCRIPTIONS

3.1 ACPERS - HQ ACPERS Online Report Screens, continued

RCS #	FREQ	PCN #	DESCRIPTION

ACPERS   AS-REQ   ZMD-D12   NUMBER OF SPECIAL ACT OR SERVICE AWARDS

This report includes up to four comparison counts of all incentive awards, displaying the total number of awards, the total dollar amount, and the average dollar amount for a specified period of time, and any combination of command code, Personnel Office Identifier, unit identification code, award type, age range, pay plan, occupational series, supervisory position, career program, gender, race/national origin, and handicap. The report is accessed as screen "D12".

ACPERS   AS-REQ   ZMD-D18   NUMBER OF PERFORMANCE AWARDS

This report includes up to four comparison counts of the number of performance awards, displaying the number of awards, total dollar amount, and the average dollar amount for a specified period of time, and any combination of command code, Personnel Office Identifier, unit identification code, award type, nature of action (NOA1) code, legal authority code, age range, performance rating level, pay plan, occupational series, grade range, supervisory position, career program, gender, race/national origin, and handicap. The report is accessed as screen "D18".

ACPERS   AS-REQ   ZMD-D19   NUMBER OF QUALITY STEP INCREASES

This report includes up to four comparison counts of the number of quality step increases awarded to Army employees for a specified period of time, and any combination of command code, Personnel Office Identifier, unit identification code, award type, nature of action (NOA1) code, legal authority code, age range, performance rating level, pay plan, occupational series, grade range, supervisory position, career program, gender, race/national origin, and handicap. The report is accessed as screen "D19".

AS-REQ=As Required/Ad Hoc   ANN=Annually   QTR=Quarterly   MON=Monthly   WK=Weekly

PRODUCT DESCRIPTIONS

3.1 ACPERS - HQ ACPERS Online Report Screens, continued

RCS #   **FREQ**   **PCN #**   **DESCRIPTION**

ACPERS   **AS-REQ**   **ZMD-D21**   **ANNUAL INCENTIVE AWARD REPORT SELECTION**
                                                    SCREEN

This screen allows the user to generate various reports on completed employee award actions for selected periods of time.

The report population can be narrowed by entering a specific command code, Personnel Office Identifier, unit identification code, nature of action code, pay plan, type of award, race/national origin, sex, work schedule, handicap code, employee pay grade range, or intelligence position code.

The reports that can be generated using this screen provide statistical data on all monetary awards, non-monetary, honorary, group monetary, invention, and gainsharing awards that have been granted to agency employee during a fiscal year. Counts are provided by pay plan and provide the number of awards granted and the amount paid for each type of award. Tangible benefits derived from these awards are also reflected where applicable. This report relieves the operating Army civilian personnel offices from submitting manual report to HQDA for consolidation.

The selection screen is accessed as screen "D21". The available reports are:

- Completed Award Report -- DA Summary
- Completed Award Report -- By Command
- Completed Award Report -- By Personnel Office Identifier
- Completed Award Report -- By Command and Personnel Office Identifier

AS-REQ=As Required/Ad Hoc   ANN=Annually   QTR=Quarterly   MON=Monthly   WK=Weekly

PRODUCT DESCRIPTIONS

3.2 CSGPA1103 - HQ ACPERS Reporting

CSGPA1103 previously identified the old Civilian Personnel Information System (CIVPERSINS), but now
identifies the Headquarters Army Civilian Personnel System (HQ ACPERS). Included under CSGPA1103 are the 'upfront' processes of HQ
ACPERS that convert and edit the input data, processes that update the various HQ ACPERS data bases, and processes that produce the
reports listed below.

RCS #	**FREQ**	**PCN #**	**DESCRIPTION**

| **CSGPA1103** | **MON** | **ZMA-28A** | **PROFILE REPORT BY COMMAND/POI** |

The "Profile" report provides counts of the number of employees in each authorized code of major data elements for the U.S. Citizens
population. At the bottom of each data element Column there are 2 additional counts reflecting the number of blanks (BK) and the number
of invalid code (IN) for that particular data element. Separated employees (Active = 6) are not reflected in the counts.

The report summarizes the counts by POI, Command Code, Total Army and Total HQ ACPERS. The Total Army report only reflects
Army's employees. The HQ ACPERS summary reflects all records on file including employees from other DOD agencies.

| **CSGPA1103** | **MON** | **ZMA-3AA** | **PROCESSED NOA MONTHLY REPORT BY POI** |

This report reflects the Nature of Action (NOA) codes processed each month for each Personnel Office (POI). A
summary page is provided for all processed NOAs for U.S. citizens transactions.

| **CSGPA1103** | **MON** | **ZMA-3AB** | **PROCESSED NOA MONTHLY REPORT BY COMMAND** |

This report reflects the Nature of Action (NOA) codes processed each month for each command. A summary page is provided for all
processed NOA's for U.S. citizens transactions.

| **CSGPA1103** | **MON** | **ZMA-3BA** | **NPR RELATED OCCUPATIONAL GROUPS** |

This report combines particular occupations into occupational groups and provides counts of employees in Military
functions for U.S. Citizens and Foreign Nationals. The report is ordered by command code and has a DA wide
summary page**.**

AS-REQ=As Required/Ad Hoc   ANN=Annually   QTR=Quarterly   MON=Monthly   WK=Weekly

PRODUCT DESCRIPTIONS

3.2 CSGPA1103 - HQ ACPERS Reporting, continued

RCS #	FREQ	PCN #	DESCRIPTION

CSGPA1103 MON **ZMA-3BB** **SUPERVISORY STATUS REPORT**

This report provides supervisory and non-supervisory counts and ratios of employees in Military functions for U.S. Citizens and Foreign Nationals. The report is ordered by command code and has a DA Wide summary page**.**

CSGPA1103 MON **ZMA-3DA** **UIC ROSTER FOR ARXD**

A roster of U.S. Citizens under Agency/Subelement 'ARXD' sorted by UIC.

CSGPA1103 MON **ZMA-3EA** **SENIOR LEVEL REPORT BY COMMAND/UIC**

This report provides the senior level totals for grades 14/15 and special pay plans considered to be senior level. A summary page is provided for each Command and total DA wide . The report reflects U.S. Citizens and Foreign Nationals.

CSGPA1103 MON **ZMA-3FA** **CAREER REPORT 34 MINORITY STATISTICS**

A special run of the DCSPER565 report selecting Career Program 34 employees from U.S. Citizens file.

CSGPA1103 MON **ZMA-3GA** **RETIREMENT ELIGIBILITY REPORT**

A listing of U.S. Citizens eligible to retire in the next 3 years.

CSGPA1103 MON **ZMA-3HA** **FOREIGN NATIONAL DIRECT HIRE BY CMD/UIC**

A listing of the direct hire Foreign Nationals by command code and unit identification code (UIC).

CSGPA1103 MON **ZMA-3JA** **ROTC COOPS SPECIAL DCSPER 592**

A special DCSPER592 report reflecting ROTC Cooperative Program employees (SPID 53). The report reflects Army's U.S. Citizens employees.

AS-REQ=As Required/Ad Hoc ANN=Annually QTR=Quarterly MON=Monthly WK=Weekly

3.2 CSGPA1103 - HQ ACPERS Reporting, continued

RCS #	FREQ	PCN #	DESCRIPTION

CSGPA1103   **MON**   **ZMA-3KA**   **UIC COUNTS**

A listing of employment counts by UIC's for active AF Employees.

CSGPA1103   **MON**   **ZMA-3LA**   **AMC CITIZENS WORKING OUTSIDE CONTINENTAL US**

A listing of Army Materiel Command (AMC) U.S. Citizens working outside the continental U.S. (OCONUS). The population consist of U.S. Citizens, Foreign Nationals and Non-Appropriated Fund employees.

CSGPA1103   **MON**   **ZMA-3MA**   **NAF STRENGTH BY COMMAND**

A strength report of Non-Appropriated Fund (NAF) employees sorted by command code.

CSGPA1103   **MON**   **ZMA-3NA**   **SERVICING POPULATION REPORT**

A report reflecting the servicing population for Personnel Offices (POI) and Commands. Servicing population consists of U.S. Citizens, Foreign Nationals and Non-Appropriated Fund employees .

CSGPA1103   **MON**   **ZMA-3RA**   **SENIOR LEVEL EMPLOYEE REPORTS BY ROC**

This report provides the senior level totals for grades 14/15 and special pay plans considered to be senior level.
A summary page is provided for each Command and total DA wide . The report reflects U.S. Citizens and Foreign Nationals.

CSGPA1103   **MON**   **ZMA-3SA**   **NPR RELATED OCCUPATIONAL GROUPS BY ROC**

This report combines particular occupations into occupational groups and provides counts of employees in Military functions for U.S. Citizens and Foreign Nationals. The report is ordered by command code and has a DA wide summary page**.**

CSGPA1103   **MON**   **ZMA-3SB**   **SUPERVISORY STATUS REPORT BY ROC**
This report provides supervisory and non-supervisory counts and ratios of employees in Military functions for U.S. Citizens and Foreign Nationals. The report is ordered by command code and has a DA Wide summary page**.**

AS-REQ=As Required/Ad Hoc   ANN=Annually   QTR=Quarterly   MON=Monthly   WK=Weekly

3.2 CSGPA1103 - HQ ACPERS Reporting, continued

RCS #	**FREQ**	**PCN #**	**DESCRIPTION**

CSGPA1103   **MON**   **ZMA-35A**   **SENIOR LEVEL HISTORICAL COUNTS**

A report that provides senior level totals for grades 14/15 and special pay plans considered to be senior level. This report provides totals back to September 1989 in intervals up to the present time. The population includes U.S. Citizens and Foreign Nationals.

CSGPA1103   **MON**   **ZMA-43A**   **EEO HIGH GRADE MINORITY STATS - ARMY WIDE**

A report reflecting minority statistics of U.S. Citizens high grade employees. This report is for Army's Equal Employment Office and covers the high grades of all Army's U.S. Citizens.

CSGPA1103   **MON**   **ZMA-43B**   **EEO HIGH GRADE MINORITY STATS - COMMAND SA/CS**

A report reflecting minority statistics of U.S. Citizens high grade employees. This report is for Army's Equal Employment Office and covers the high grades at commands 'SA' and 'CS'.

CSGPA1103   **MON**   **ZMA-43C**   **EEO HIGH GRADE MINORITY STATS - COMMAND CS**

A report reflecting minority statistics of U.S. Citizens high grade employees. This report is for Army's Equal Employment Office and covers the high grades at command 'CS'.

CSGPA1103   **MON**   **ZMA-43D**   **EEO HIGH GRADE MINORITY STATS - COMMAND SA**

A report reflecting minority statistics of U.S. Citizens high grade employees. This report is for Army's Equal Employment Office and covers the high grades at command 'SA'.

CSGPA1103   **MON**   **ZMA-43E**   **EEO HIGH GRADE MINORITY STATS - COMMAND SA, UIC**

A report reflecting minority statistics of U.S. Citizens high grade employees. This report is for Army's Equal Employment Office and covers the high grades at command 'CS'.

AS-REQ=As Required/Ad Hoc   ANN=Annually   QTR=Quarterly   MON=Monthly   WK=Weekly

3.2 CSGPA1103 - HQ ACPERS Reporting, continued

RCS #	FREQ	PCN #	DESCRIPTION

CSGPA1103   QTR   ZMA-5AA   RIF INVOLUNTARY SEPARATION REPORT

A roster of employees who were separated due to Reduction In Force (RIF) involuntarily (NOA 356). This report is ordered by Command Code.

CSGPA1103   QTR   ZMA-5BA   NAF CATEGORIES PROCESS

Uses the NAF Strength Extract file to produce the NAF Employment Categories by GSA broken down by CCPOID.

CSGPA1103   QTR   ZMA-5DA   NAF BY OCCUPATION, PAY GRADE

A strength report of Non-Appropriated Fund (NAF) employees reflecting counts for occupations and pay grades. The report is ordered by Command, POI and Pay Plan.

CSGPA1103   QTR   ZMA-5DB   NAF BY EMPLOYMENT CATEGORIES

A strength report of Non-Appropriated Fund (NAF) employees reflecting counts for employment categories like; Full Time, Part Time, Regular, Temporary, Flex Time and Intermittent. The report is ordered by Command, POI and Pay Plans.

CSGPA1103   MON   ZMA-5EA   ES PAY PLAN REPORT

Senior Executive Services strength for U.S. Citizens. This report is ordered by SSN and Name.

CSGPA1103   QTR   ZMA-5FA   TIME OFF AWARDS REPORT

A report reflecting the number of time off awards (NOA 872) given to employees by Command.

CSGPA1103   QTR   ZMA-5GA   NOA ACTIONS REPORT

A report reflecting counts of the following NOAs: 312, 330, 385, 450 and 452 by Command.

AS-REQ=As Required/Ad Hoc   ANN=Annually   QTR=Quarterly   MON=Monthly   WK=Weekly

3.2 CSGPA1103 - HQ ACPERS Reporting, continued

RCS #	FREQ	PCN #	DESCRIPTION

CSGPA1103   QTR   ZMA-5HA   TARGETED DISABILITIES MINORITY REPORT

A special DCSPER565 Minority report with Targeted Disabilities sorted by Personnel Office Identifiers (POI). Race and gender counts are reflected for GS, GM and wage grade employees.

CSGPA1103   QTR   ZMA-5HB   RIF TARGETED DISABILITIES MINORITY REPORT

A special DCSPER565 Minority report with Targeted Disabilities sorted by Personnel Office Identifiers (POI). Race and gender counts are reflected for RIF Involuntary Separation (NOA 356).

CSGPA1103   QTR   ZMA-5IA   MILITARY STATUS/KEY EMPLOYEES BY COMMAND

A report reflecting by Command, counts of employees under certain Military Programs. Counts provided are for Reserve Status, Key Employee and Retired Military U.S. Citizens.

CSGPA1103   QTR   ZMA-5JA   CP11 PERSONNEL BY SERIES AND GRADE

A roster of U.S. Citizens under Career Program 11 ordered by Occupation and Pay Grades.

CSGPA1103   QTR   ZMA-5KA   MILITARY STATUS/KEY EMPLOYEES BY POI

A report reflecting by POI, counts of employees under certain Military Programs. Counts provided are for Reserve Status, Key Employee and Retired Military U.S. Citizens.

CSGPA1103   QTR   ZMA-5LA   FAMILY MEMBERS IN FOREIGN COUNTRIES

A report reflecting counts of the number of employees claiming the number of family members accompanying them overseas. This report is ordered by GSA State code.

CSGPA1103   QTR   ZMA-5MA   RESOURCE GUIDANCE - US, MILITARY, GS/GM, FTP

A profile report of occupations filled for each command. The population of this report is active U.S. Citizens, military function, Pay Plans GS or GM and Full Time Permanent employees.

AS-REQ=As Required/Ad Hoc   ANN=Annually   QTR=Quarterly   MON=Monthly   WK=Weekly

PRODUCT DESCRIPTIONS

3.2 CSGPA1103 - HQ ACPERS Reporting, continued

RCS #	FREQ	PCN #	DESCRIPTION

CSGPA1103   QTR   ZMA-5MB   RESOURCE GUIDANCE - US, MILITARY, GS/GM, NON FTP

A profile report of occupations filled for each command. The population of this report is active U.S. Citizens, Military function, Pay Plan, GS or GM and Non Full Time Permanent employees.

CSGPA1103   QTR   ZMA-5MC   RESOURCE GUIDANCE - US, CIVIL, GS/GM, FTP

A profile report of occupations filled for each command. The population of this report is active U.S. Citizens, Civil function, Pay Plans GS or GM and Full Time Permanent employees.

CSGPA1103   QTR   ZMA-5MD   RESOURCE GUIDANCE - US, CIVIL, GS/GM, NON FTP

A profile report of occupations filled for each command. The population of this report is active U.S. Citizens, Civil function, Pay Plans GS or GM and Non Full Time Permanent employees.

CSGPA1103   QTR   ZMA-5ME   RESOURCE GUIDANCE - US , GS/GM, FTP

A profile report of occupations filled for each command. The population of this report is active U.S. Citizens, Pay Plans GS or GM and Full Time Permanent employees.

CSGPA1103   QTR   ZMA-5MF   RESOURCE GUIDANCE - US , GS/GM, NON FTP

A profile report of occupations filled for each command. The population of this report is active U.S. Citizens, Pay Plans GS or GM and Non Full Time Permanent employees

CSGPA1103   QTR   ZMA-5MG   RESOURCE GUIDANCE - FN, FTP

A profile report of occupations filled for each command. The population of this report is Foreign Nationals and Full Time Permanent employees.

CSGPA1103   QTR   ZMA-5MH   RESOURCE GUIDANCE - FN, NON FTP

A profile report of occupations filled for each command. The population of this report is Foreign Nationals and Non Full Time Permanent employees.

AS-REQ=As Required/Ad Hoc   ANN=Annually   QTR=Quarterly   MON=Monthly   WK=Weekly

PRODUCT DESCRIPTIONS

3.2 CSGPA1103 - HQ ACPERS Reporting, continued

RCS #	FREQ	PCN #	DESCRIPTION

CSGPA1103   **QTR**   **ZMA-5NA**   **GS/GM/ES SERIES 1515/CP26 BY COMMAND**

A report reflecting counts by Command of employees in Career Program 16, Occupation 1515 and Pay Plans GS, GM, or ES.

CSGPA1103   **QTR**   **ZMA-5NB**   **GS/GM/ES SERIES 1515/CP26 BY COMMAND/PAY GRADE**

A report reflecting counts by Command and Pay Grade of employees in Career Program 16, Occupation 1515 and Pay Plans GS, GM, or ES.

CSGPA1103   **QTR**   **ZMA-5NC**   **GS/GM/ES SERIES 1515/CP26 BY COMMAND/EDUCATION**

A report reflecting counts by Command and Educational Level of employees with an Education Level of Bachelors degree or better in Career Program 16, Occupation 1515 and Pay Plans GS, GM, or ES.

CSGPA1103   **QTR**   **ZMA-5ND**   **GS/GM/ES SERIES 1515/CP26 BY MINORITIES BY POI**

A roster of minority employees by Personnel Office (POI) in Career Program 16, Occupation 1515 and Pay Plans GS, GM, or ES.

CSGPA1103   **QTR**   **ZMA-5NE**   **GS/GM/ES SERIES 1515/CP26 BY FEMALES BY POI**

A roster of female employees by Personnel Office (POI) in Career Program 16, Occupation 1515 and Pay Plans GS, GM, or ES.

CSGPA1103   **QTR**   **ZMA-5NF**   **GS/GM/ES SERIES 1515/CP26 BY INTERNS BY COMMAND**

A roster of interns (SPEP = A) by Personnel Office (POI) in Career Program 16, Occupation 1515 and Pay Plans GS, GM, or ES.

AS-REQ=As Required/Ad Hoc   ANN=Annually   QTR=Quarterly   MON=Monthly   WK=Weekly

3.2 CSGPA1103 - HQ ACPERS Reporting, continued

RCS #	FREQ	PCN #	DESCRIPTION

CSGPA1103   **QTR**   **ZMA-5NG**   **GS/GM/ES SERIES 1515/CP26 RETIREMENT ELIGIBLE BY COMMAND**

A report reflecting counts by Command of employees eligible to retire in Career Program 16, Occupation 1515 and Pay Plans GS, GM, or ES.

CSGPA1103   **QTR**   **ZMA-5PA**   **DISO-DE/USAREC CPMF COPY**

A copy of the U.S. Citizens records from the Civilian Personnel Master File (CPMF) for the Recruiting Command (ARRC).

CSGPA1103   **QTR**   **ZMA-5QA**   **PACIFIC NAF COPY**

A copy of the Non-Appropriated Fund (NAF) records for the U.S. Army Pacific.

CSGPA1103   **QTR**   **ZMA-5RA**   **USACPEA GAINS/LOSSES ROSTER**

A roster of U.S. Citizens who were added (gains) or deleted (losses) from the rolls. Gains and losses are determined by comparing the beginning of the quarter to the end of the quarter master files. The report is for selected POIs, UICs and occupations for USACPEA.

CSGPA1103   **QTR**   **ZMA-5RB**   **USACPEA EMPLOYEE ROSTER**

A roster of U.S. Citizens from the Civilian Personnel master File (CPMF) for USACPEA. This report is for selected POIs, UICs, and occupations for USACPEA.

CSGPA1103   **QTR**   **ZMA-5TA**   **EEO MINORITY STATISTICS**

Produces a DA EEO Minority Statistics. Includes information on employees in select CPOC UIC's.

AS-REQ=As Required/Ad Hoc   ANN=Annually   QTR=Quarterly   MON=Monthly   WK=Weekly

PRODUCT DESCRIPTIONS

3.2 CSGPA1103 - HQ ACPERS Reporting, continued

RCS #	FREQ	PCN #	DESCRIPTION

CSGPA1103   **MO**   **ZMA-5UA**   **SES ELIGIBLE FOR RETIREMENT**

A listing of Senior Executive Service (SES) U.S. Citizens eligible to retire.

CSGPA1103   **QTR**   **ZMA-52A**   **CP11/SERIES MINORITY STATISTICS**

A special DCSPER565 Minority/Gender report for Career Program code 11 and the occupations within that career program.

CSGPA1103   **QTR**   **ZMA-56A**   **QUALITY CONTROL REPORT**

This report lists the invalid data elements on the Army's U.S. Citizens file. The report is sorted by POI and Employee Name and sent to the appropriate Personnel Office for corrective action.

CSGPA1103   **QTR**   **ZMA-56B**   **QUALITY CONTROL TOTAL ERRORS BY COMMAND**

Uses error extract for 1st program to print a listing totaling the errors by command code.

CSGPA1103   **QTR**   **ZMA-57A**   **MASTER NAME MICROFICHE**

This report is a quarterly employee name locator microfiche report sorted in Employee Name sequence. This report lists the major data elements for each U.S. Citizen Army employee

CSGPA1103   **QTR**   **ZMA-62A**   **MILITARY SPOUSE FOR CONUS**

A report reflecting selected transaction of Military spouses that used preference under the Military Family Act. This report involves data on CONUS employees.

CSGPA1103   **QTR**   **ZMA-62B**   **MILITARY SPOUSE FOR EUROPE**

A report reflecting selected transaction of Military spouses that used preference under the Military Family Act. This report involves data on Europe employees.

AS-REQ=As Required/Ad Hoc   ANN=Annually   QTR=Quarterly   MON=Monthly   WK=Weekly

PRODUCT DESCRIPTIONS

3.2 CSGPA1103 - HQ ACPERS Reporting, continued

RCS #	FREQ	PCN #	DESCRIPTION

CSGPA1103   **QTR**   **ZMA-62C**   **MILITARY SPOUSE FOR JAPAN**

A report reflecting selected transaction of Military spouses that used preference under the Military Family Act. This report involves data on Japan employees.

CSGPA1103   **QTR**   **ZMA-62D**   **MILITARY SPOUSE FOR KOREA**

A report reflecting selected transaction of Military spouses that used preference under the Military Family Act. This report involves data on Korea employees.

CSGPA1103   **QTR**   **ZMA-62E**   **MILITARY SPOUSE FOR SAUDI ARABIA**

A report reflecting selected transaction of Military spouses that used preference under the Military Family Act. This report involves data on Saudi Arabia employees.

CSGPA1103   **QTR**   **ZMA-74A**   **ON BOARD STRENGTH**

On board strength for employees in POI '2043' and UIC of 'W40W##'.

CSGPA1103   **QTR**   **ZMA-84A**   **RETIREMENT TRACKING TIMELINESS REPORT**

A report denoting the timeliness of when a retirement (separation) package is processed at the different offices.

CSGPA1103   **QTR**   **ZMA-84B**   **RETIREMENT TRACKING OVERALL TIMELINESS**

A report denoting the overall timeliness of when a retirement (separation) package is processed at the different offices.

CSGPA1103   **MON**   **ZMA-85A**   **VSIP UNMATCHED 825 RECORDS**

A report reflecting the unmatched VSIP transactions (NOA 825) to selected separation transactions (NOA 302, 303, 304, 312, 317).

AS-REQ=As Required/Ad Hoc   ANN=Annually   QTR=Quarterly   MON=Monthly   WK=Weekly

3.2 CSGPA1103 - HQ ACPERS Reporting, continued

RCS #	FREQ	PCN #	DESCRIPTION

CSGPA1103   QTR   **ZMA-85B**   **VSIP BY COMMAND, GRADE AND CATEGORY**

A report reflecting the VSIP transactions (NOA 825) by Command, Pay Grade and Category (Type of separation).

CSGPA1103   QTR   **ZMA-85C**   **VSIP BY COMMAND, GRADE AND SERIES**

A report reflecting the VSIP transactions (NOA 825) by Command, Pay Grade and Occupation.

CSGPA1103   QTR   **ZMA-85D**   **VSIP BY COMMAND, GRADE AND AGE**

A report reflecting the VSIP transactions (NOA 825) by Command, Pay Grade and Age.

CSGPA1103   QTR   **ZMA-86A**   **RIF INVOLUNTARY SEPARATION REPORT**

A monthly report of employees who were involuntary separated due to Reduction In Force (RIF) actions (NOA 356).

CSGPA1103   ANN   **ZMA-88A**   **RIF ANNUAL INVOLUNTARY SEPARATION REPORT**

An annual report of employees who were involuntary separated due to Reduction In Force (RIF) actions (NOA 356).

CSGPA1103   QTR   **ZMA-8AA**   **ARMY MANAGEMENT STAFF COLLEGE GRADUATES**

A roster of all graduates from the Army's Management Staff College.

CSGPA1103   QTR   **ZMA-8BA**   **SERVICED POPULATION BY PARENT COMMAND**

A report reflecting strength figures by the Parent command code.

AS-REQ=As Required/Ad Hoc   ANN=Annually   QTR=Quarterly   MON=Monthly   WK=Weekly

3.2 CSGPA1103 - HQ ACPERS Reporting, continued

RCS #	FREQ	PCN #	DESCRIPTION

CSGPA1103   **WK**   **ZMA-8CA**   **SERVICE POPULATION BY CCPO-ID**

A report reflecting strength figures by CCPO-ID.

CSGPA1103   **WK**   **ZMA-8CB**   **CPAC REPORT BY PARENT COMMAND**

CPAC Report reflecting strength figures by parent command.

CSGPA1103   **WK**   **ZMD-10D**   **INVALID TRANSACTION ID REPORT**

This report lists the transactions with an invalid transaction identification code (ID).

CSGPA1103   **WK**   **ZMD-10G**   **SUBMITTED TRANSACTION REPORT**

This report reflects the number of transactions submitted each update cycle for each Personnel Office Identifier. The Personnel Office Identifier's are listed under their "Parent Command" code.

CSGPA1103   **WK**   **ZMD-10H**   **SUBMITTED (TRANSACTION) NOA REPORT**

This report reflects the number of Nature of Action (NOA) codes submitted each update cycle for each Personnel Office Identifier. A summary page is provided for all submitted transactions.

CSGPA1103   **WK**   **ZMD-10I**   **BAD TRANSACTION REPORT**

This report reflects the transactions that rejected due to a critical type of error for the current cycle only.

CSGPA1103   **WK**   **ZMD-10M**   **MANDATORY (TRANSACTION) EDITS POI SUMMARY REPORT**

A summary report by Personnel Office Identifier of the number of errors by data element titles.

AS-REQ=As Required/Ad Hoc   ANN=Annually   QTR=Quarterly   MON=Monthly   WK=Weekly

PRODUCT DESCRIPTIONS

3.2 CSGPA1103 - HQ ACPERS Reporting, continued

RCS #	FREQ	PCN #	DESCRIPTION

CSGPA1103   **WK**   **ZMD-10P**   **PROCESSED (TRANSACTION) NOA REPORT**

This report reflects the number of transactions processed each update cycle for each Personnel Office Identifier. A Summary page is provided for all processed transactions.

CSGPA1103   **WK**   **ZMD-20A**   **TRANSACTION ERROR REPORT**

This report reflects the number of transactions that rejected from the system each update cycle. This report provides a count of each Nature of Action code that rejected and provides a summary for each Personnel Office Identifier.

CSGPA1103   **WK**   **ZMD-25A**   **TRAINING (TRANSACTION) ERROR REPORT**

This report reflects the rejected transactions from the Training Subsystem.

CSGPA1103   **MON**   **ZMD-29B**   **POSITION RECONCILIATION DUPLICATE ERRORS**

A report reflecting duplicate positions (same CPCN) and which of the duplicates was selected to be processed through the Reconciliation process.

CSGPA1103   **MON**   **ZMD-29C**   **EMPLOYEE RECONCILIATION DUPLICATE ERRORS**

A report reflecting duplicate employees (same SSN) and which of the duplicates was selected to be processed through the Reconciliation process.

CSGPA1103   **MON**   **ZMD-33A**   **ACQUISITION FILES CREATION**

The creation and backup of the 3 Acquisition files (CBA, CBB, CBC) created from the one file pulled from the Field system.

AS-REQ=As Required/Ad Hoc   ANN=Annually   QTR=Quarterly   MON=Monthly   WK=Weekly

PRODUCT DESCRIPTIONS

3.2 CSGPA1103 - HQ ACPERS Reporting, continued

RCS #   **FREQ**   **PCN #**   **DESCRIPTION**

CSGPA1103   **MON**   **ZMD-35A**   **FN (TRANSACTION) ERROR REPORT**

A report that reflects the Foreign National transactions that rejected and/or processed with a warning for the current
month.

CSGPA1103   **MON**   **ZMD-36A**   **NAF (TRANSACTION) ERROR REPORT**

A report that reflects the NAF transactions that rejected and/or processed with a warning for the current month only.

CSGPA1103   **MON**   **ZMD-41A**   **STRENGTH (EXTRACT FILE) FATAL ERROR REPORT**

A report that list the records that contain an error condition when building the strength extract file.
Fatal error records are marked with a type 'E' and are dropped from the strength extract file. Warning type records are marked with a 'W'
and corrected through a default process.

CSGPA1103   **MON**   **ZMD-48D**   **STATUS 8 (SEPARATED) PROCESS REPORT**

A report that reflects the results of matching the generated loss file to Status 8 file pulled directly form DCPDS. The generated loss file is
generated when HQ ACPERS has an employee on record with no matching record on the employee reconciliation file. A loss transaction is
generated with a Nature of Action code of 317. However, before these 317 transactions are processed by the update, an attempt is make to
overlay the transaction with the proper NOA code by matching the Status 8 (separated) file.

CSGPA1103   **MON**   **ZMD-48E**   **EMPLOYEE RECONCILIATION REPORT**

A summary report of how many times a data element was changed in HQ ACPERS resulting from the employee
reconciliation process.

CSGPA1103   **MON**   **ZMD-49D**   **POSITION RECONCILIATION REPORT**

A report that reflects the results of the position reconciliation. It shows what data elements were updated, showing
both the old values as well as the new values.

AS-REQ=As Required/Ad Hoc   ANN=Annually   QTR=Quarterly   MON=Monthly   WK=Weekly

3.2 CSGPA1103 - HQ ACPERS Reporting, continued

RCS #	FREQ	PCN #	DESCRIPTION

CSGPA1103   **WK**   **ZMD-59B**   **CANCELLATION REMOVAL REPORT**

A report to reflect what transactions were canceled within the same month.

CSGPA1103   **WK**   **ZMD-59C**   **UPDATE ERROR REPORT GENERATOR**

A report reflecting counts of the transactions processed in creating the off line transaction history file.

CSGPA1103   **WK**   **ZMD-59E**   **OFF LINE HISTORY CREATION REPORT**

A report reflecting counts of the transactions processed in creating the off line transaction history file.

CSGPA1103   **WK**   **ZMD-70A**   **NATIONAL GUARD STRENGTH**

An extract of National Guard Strength data.

CSGPA1103   **WK**   **ZMD-73A**   **TOTAL COMBINED STRENGTH EXTRACT**

An extract of all strength files: CPMF Stength, National Guard Strength, Foreign National Strength, and Non-Appropriated Fund Strength.

AS-REQ=As Required/Ad Hoc   ANN=Annually   QTR=Quarterly   MON=Monthly   WK=Weekly

3.3 DCSPER322 - HQ ACPERS Monthly Command Strength Report

The DCSPER322 report displays underline employment statistics of the Army's U.S. Citizen workforce. The report consists of four parts (parts 1, 3, 4, and 5) and is available on a monthly basis.

The report counts all Department of the Army employees (Agency Code = 'AR') who are United States citizens paid out of the appropriated fund, including intermittent employees. The report includes active-pay and non-pay employees.

The report **excludes**:

- Direct Hire and Indirect Hire Local Nationals.
- National Guard Bureau Civilian Technicians.
- Employees in a loss status (i.e., separated employees).
- Non-Army Employees.
- Non-Appropriated Fund Employees.

    Note: For exact specifications of the above criteria, see the Glossary of Terms.

The DCSPER322 report calculates the total number of employees in various categories. The following sub-parts are provided:

- PART 1 – Monthly Command Strength Report
- PART 2 – *[there is no PART 2]*
- PART 3 – Monthly Command Strength Report by POI
- PART 4 – Monthly POI Strength Report by Serviced Command
- PART 5 – Monthly Command Strength Report by UIC and Servicing POI

RCS #	FREQ	PCN #	DESCRIPTION
DCSPER322	**MON**	**ZMA-32A**	**MONTHLY COMMAND STRENGTH REPORT -- PART 1**

Part 1 is sorted by command code. It includes a separate report for each Army Command.

- A report is produced for all of Army Materiel Command (all 'X' commands) and all of U.S. Army Europe (all 'E' commands).
- A report is produced for all of Military District of Washington (MDW), MDW Military Function employees, and MDW Cemeterial Function employees.
- A report is produced for all of Corps of Engineers (CE), CE Military Function employees, and CE Civil Function employees.
- A DA-Summary report is produced.

Each section and report page contains many lines and columns of information. Most of the lines on the report are broken out into sub-lines for each geographic area. The geographic areas appearing on the report are:

- U.S. Territories   (TERR)
- Foreign Countries   (FOR / C)
- D.C. Metropolitan Area   (DCMA)
- Outside D.C. Metropolitan Area   (O/DCMA)

    Note: See the Glossary of Terms for a description of DCMA, Outside of DCMA, Foreign Countries, and Territories.

AS-REQ=As Required/Ad Hoc   ANN=Annually   QTR=Quarterly   MON=Monthly   WK=Weekly

PRODUCT DESCRIPTIONS

(**ZMA-32A PART 1, continued**)

Below is an explanation of what information is counted in each **column** and **line (row)** of the report. Where a column and line intersect, both sets of criteria rules apply to that count.

SECTION I – TOTAL EMPLOYMENT (report page 1)

Column	Includes Employees meeting all of these Conditions
A – Full-Time Permanent (FTP)	Active Indicator = 1, 2 (active pay) AND Work Schedule = F, G, H AND Appointment Category = P (permanent)
B – Full-Time Temporary (FTT)	Active Indicator = 1, 2 (active pay) AND Work Schedule = F, G, H AND Appointment Category NOT= P (permanent)
C – Full-Time Total	Active Indicator = 1, 2 (active pay) AND Work Schedule = F, G, H
D – Part-Time Permanent (PTP)	Active Indicator = 1, 2 (active pay) AND Work Schedule = P, Q, R, S, T AND Appointment Category = P (permanent)
E – Part-Time Temporary (PTT)	Active Indicator = 1, 2 (active pay) AND Work Schedule = P, Q, R, S, T AND Appointment Category NOT= P (permanent)
F – Part-Time Total	Active Indicator = 1, 2 (active pay) AND Work Schedule = P, Q, R, S, T
G – Intermittents Who Worked (during the reporting month)	Active Indicator = 1, 2 (active pay) AND Work Schedule = I, J
H – Total Paid Employees	Columns C + F + G
I – Intermittents Who Did Not Work (during the reporting month)	Active Indicator = 4 (non-pay) AND Work Schedule = I, J
J – Employees on LWOP, Suspension, Furlough 30+ Days	Active Indicator = 4 (non-pay) AND Work Schedule NOT= I, J
K – Without-Compensation Employees (WOC)	Pay Basis = WC (non-pay)
Total U.S. Citizen Employees (active-pay and non-pay)	Columns H + I + J + K

Line	Includes Employees meeting all of these Conditions
General Schedule (GS) Employees (sub-lines by Geographic Area)	Pay Plan = GS, GM
Civilian Federal Wage System (CFWS) Employees (sub-lines by Geographic Area)	Pay Plan = WG, WL, WS, WT **
Other Federal Wage System Employees (sub-lines by Geographic Area)	Pay Plan beginning with W (except WG, WL, WS, WT) or X **
Other Pay Category Employees (sub-lines by Geographic Area)	Pay Plan NOT= W*x*, X*x*, GS, GM
All Employees (sub-lines by Geographic Area)	All Pay Plans

** Prior to March 1998, all Federal Wage System employees were counted under "Other Wage Categories".

AS-REQ=As Required/Ad Hoc   ANN=Annually   QTR=Quarterly   MON=Monthly   WK=Weekly

PRODUCT DESCRIPTIONS

(**ZMA-32A PART 1, continued**)

SECTION II – MISCELLANEOUS TOTALS (at bottom of report page 1)

Line	Includes Employees meeting all of these Conditions
FN Positions filled by U.S. Citizens – Full-Time (FT)	Active Indicator = 1, 2 (active pay) AND Work Schedule = F, G, H AND Position Tenure = L, M
FN Positions filled by U.S. Citizens – Part-Time (PT)	Active Indicator = 1, 2 (active pay) AND Work Schedule = P, Q, R, S, T AND Position Tenure = L, M
FN Positions filled by U.S. Citizens – Intermittents Who Worked (INT) (during the reporting month)	Active Indicator = 1, 2 (active pay) AND Work Schedule = I, J AND Position Tenure = L, M
FN Positions filled by U.S. Citizens – Total (All FN)	Active Indicator = 1, 2 (active pay) AND Position Tenure = L, M

Federal Junior Fellowship Employees – Full-Time (FT)	Active Indicator = 1, 2 (active pay) AND Work Schedule = F, G, H AND Appointment Authority #1 = YAM
Federal Junior Fellowship Employees – Part-Time (PT)	Active Indicator = 1, 2 (active pay) AND Work Schedule = P, Q, R, S, T AND Appointment Authority #1 = YAM
Federal Junior Fellowship Employees – Intermittents Who Worked (INT) (during the reporting month)	Active Indicator = 1, 2 (active pay) AND Work Schedule = I, J AND Appointment Authority #1 = YAM
Federal Junior Fellowship Employees – Total (TOT)	Active Indicator = 1, 2 (active pay) AND Appointment Authority #1 = YAM

Leave With Pay Pending Disability Retirement Employees	Active Indicator = 2 (special category active pay) AND Duty Status = 89

Veterans Readjustment Appointment (SPID 88) Employees	Active Indicator = 2 (special category active pay) AND Special Program ID = 88

Senior Executive Service (SES) Employees	Pay Plan = ES

GM Pay Plan Employees – Full-Time Permanent (FTP)	Active Indicator = 1, 2 (active pay) AND Work Schedule = F, G, H AND Appointment Category = P (permanent) AND Pay Plan = GM
GM Pay Plan Employees – Full-Time Temporary (FTT)	Active Indicator = 1, 2 (active pay) AND Work Schedule = F, G, H AND Appointment Category NOT= P (permanent) AND Pay Plan = GM
GM Pay Plan Employees – Part-Time Permanent (PTP)	Active Indicator = 1, 2 (active pay) AND Work Schedule = P, Q, R, S, T AND Appointment Category = P (permanent) AND Pay Plan = GM
GM Pay Plan Employees – Part-Time Temporary (PTT)	Active Indicator = 1, 2 (active pay) AND Work Schedule = P, Q, R, S, T AND Appointment Category NOT= P (permanent) AND Pay Plan = GM

AS-REQ=As Required/Ad Hoc   ANN=Annually   QTR=Quarterly   MON=Monthly   WK=Weekly

PRODUCT DESCRIPTIONS

(**ZMA-32A PART 1, continued**)

SECTION III – SPECIAL EMPLOYMENT (report page 2)

Column	Includes Employees meeting all of these Conditions
A – Full-Time Permanent (FTP)	Active Indicator = 2 (special category active pay) AND Work Schedule = F, G, H AND Appointment Category = P (permanent)
B – Full-Time Temporary (FTT)	Active Indicator = 2 (special category active pay) AND Work Schedule = F, G, H AND Appointment Category NOT= P (permanent)
C – Full-Time Total	Active Indicator = 2 (special category active pay) AND Work Schedule = F, G, H
D – Part-Time Permanent (PTP)	Active Indicator = 2 (special category active pay) AND Work Schedule = P, Q, R, S, T AND Appointment Category = P (permanent)
E – Part-Time Temporary (PTT)	Active Indicator = 2 (special category active pay) AND Work Schedule = P, Q, R, S, T AND Appointment Category NOT= P (permanent)
F – Part-Time Total	Active Indicator = 2 (special category active pay) AND Work Schedule = P, Q, R, S, T
G – Intermittents Who Worked (during the reporting month)	Active Indicator = 2 (special category active pay) AND Work Schedule = I, J
H – Total Paid Employees (special category active-pay)	Columns C + F + G
I – Intermittents Who Did Not Work (during the reporting month)	*Column not used*
J – Employees on LWOP, Suspension, Furlough 30+ Days	*Column not used*
K – Without-Compensation Employees (WOC)	*Column not used*
Total U.S. Citizen Employees (special category active-pay)	Column H

Line	Includes Employees meeting all of these Conditions
Youth Opportunity Back To School (YOBS) Employees (sub-lines by Geographic Area)	Pay Plan = GW, WW, YW AND Appointment Authority #1 = WWM, ZWM OR Pay Plan = SZ AND Occupational Series = 3506
Summer Aid Employment (SEYS) Employees (sub-lines by Geographic Area)	Pay Plan = YV AND Appointment Authority #1 = WVM, ZVM
Other Non-Ceiling Accountable Employees (sub-lines by Geographic Area)	Employees not counted under YOBS and SEYS above
Total Special Employment Employees (sub-lines by Geographic Area)	All special employment employees

AS-REQ=As Required/Ad Hoc   ANN=Annually   QTR=Quarterly   MON=Monthly   WK=Weekly

PRODUCT DESCRIPTIONS

RCS #	FREQ	PCN #	DESCRIPTION
DCSPER322	**MON**	**ZMA-32B**	**MONTHLY STRENGTH REPORT -- PARTS 3, 4, 5**

The three report parts have identical report columns, and differ only in the way they are sorted:

- Part 3 is sorted by command code, personnel office ID, geographic area, and unit ID (UIC). It includes a separate report for each Army Command.
- Part 4 is sorted by personnel office ID, command code, geographic area, unit ID (UIC), and function designator. It includes a separate report for each POI.
- Part 5 is sorted by command code, unit ID (UIC), and personnel office ID. It includes a separate report for each Army Command.

For each report part:

- A report or report line is produced for all of Army Materiel Command (all 'X' commands) and all of U.S. Army Europe (all 'E' commands).
- A report or report line is produced for all of Military District of Washington (MDW), MDW Military Function employees, and MDW Cemeterial Function employees.
- A report or report line is produced for all of Corps of Engineers (CE), CE Military Function employees, and CE Civil Function employees.
- A DA-Summary report or report line is produced.

Each section and report page contains many lines and columns of information. The geographic areas appearing on the report (parts 3 and 4) are:

- U.S. Territories   (TERR)
- Foreign Countries   (FOR / C)
- D.C. Metropolitan Area   (DCMA)
- Outside D.C. Metropolitan Area   (O/DCMA)

   Note: See the Glossary of Terms for a description of DCMA, Outside of DCMA, Foreign Countries, and Territories.

Below is an explanation of what information is counted in each **column** and **line (row)** of the report. Where a column and line intersect, both sets of criteria rules apply to that count.

MAIN SECTION – TOTAL EMPLOYMENT

Column	Includes Employees meeting all of these Conditions
Full-Time Permanent (FTP)	Matches Column A on ZMA-32A PART 1 report
Full-Time Temporary (FTT)	Matches Column B on ZMA-32A PART 1 report
Part-Time Permanent (PTP)	Matches Column D on ZMA-32A PART 1 report
Part-Time Temporary (PTT)	Matches Column E on ZMA-32A PART 1 report
Intermittents Who Worked (during the reporting month)	Matches Column G on ZMA-32A PART 1 report
Total Paid Employees	Matches Column H on ZMA-32A PART 1 report (Active Indicator = 1, 2)
Intermittents Who Did Not Work (during the reporting month)	Matches Column I on ZMA-32A PART 1 report
Employees on LWOP, Suspension, Furlough 30+ Days	Matches Column J on ZMA-32A PART 1 report
Without-Compensation Employees (WOC)	Matches Column K on ZMA-32A PART 1 report

AS-REQ=As Required/Ad Hoc   ANN=Annually   QTR=Quarterly   MON=Monthly   WK=Weekly

PRODUCT DESCRIPTIONS

(**ZMA-32B, continued**)

MAIN SECTION – TOTAL EMPLOYMENT (continued)

Column	Includes Employees meeting all of these Conditions
Total Special Employment Category Employees	Active Indicator = 2 (special category active pay)

Column	Includes Employees meeting all of these Conditions
Total Paid Employees -- General Schedule (GS) Pay Plan	Active Indicator = 1, 2 (active pay) AND Pay Plan = GS, GM
Total Paid Employees -- Wage System (FWS) Pay Plan	Active Indicator = 1, 2 (active pay) AND Pay Plan beginning with W or X
Total Paid Employees -- Other Pay Plans	Active Indicator = 1, 2 (active pay) AND employee not counted under GS or FWS above

SECTION II – MISCELLANEOUS TOTALS (at bottom of final report page)

Line	Includes Employees meeting all of these Conditions
GM Pay Plan Employees – Full-Time Permanent (FTP)	Active Indicator = 1, 2 (active pay) AND Work Schedule = F, G, H AND Appointment Category = P (permanent) AND Pay Plan = GM
GM Pay Plan Employees – Full-Time Temporary (FTT)	Active Indicator = 1, 2 (active pay) AND Work Schedule = F, G, H AND Appointment Category NOT= P (permanent) AND Pay Plan = GM
GM Pay Plan Employees – Part-Time Permanent (PTP)	Active Indicator = 1, 2 (active pay) AND Work Schedule = P, Q, R, S, T AND Appointment Category = P (permanent) AND Pay Plan = GM
GM Pay Plan Employees – Part-Time Temporary (PTT)	Active Indicator = 1, 2 (active pay) AND Work Schedule = P, Q, R, S, T AND Appointment Category NOT= P (permanent) AND Pay Plan = GM

Line	Includes Employees meeting all of these Conditions
Family Preference Employees – Military Dependents	Active Indicator = 1, 2 (active pay) AND Family Member Preference = A, B, C, D, G, H, K, L, N, O
Family Preference Employees – Civilian Dependents	Active Indicator = 1, 2 (active pay) AND Family Member Preference = E, J, M, P

Line	Includes Employees meeting all of these Conditions
Veterans Readjustment Appointment (SPID 88) Employees	Active Indicator = 2 (special category active pay) AND Special Program ID = 88

AS-REQ=As Required/Ad Hoc   ANN=Annually   QTR=Quarterly   MON=Monthly   WK=Weekly

3.4 DCSPER494 - Command Position Management Report

The DCSPER494 report provides counts of Army full-time U.S. citizen employees. It includes separate counts by grade level, plus the total number of positions (employees) for all grade levels and the average grade for all employees.

The report consists of 2 parts:

RCS #	FREQ	PCN #	DESCRIPTION
DCSPER494	MON	ZMA-33A	PART 1 -- BY COMMAND; DISTRIBUTION BY GRADE LEVEL OF FULL-TIME EMPLOYEES

The report is sorted by pay plan (pay plan section; see below), command code and functional designator.

DCSPER494	MON	ZMA-33B	PART 2 -- BY COMMAND/UIC; DISTRIBUTION BY GRADE LEVEL OF FULL-TIME EMPLOYEES

The report is sorted by pay plan (pay plan section; see below), command code, unit identification code (UIC) and functional designator.

REPORT DESCRIPTION:

Pay Plan Sections: Each part of the DCSPER494 is divided into 4 sections reflecting different pay plans as follows:

- Section 1 - General Schedule Positions (Pay Plan = GS, GM).
- Section 2 - Wage Supervisory Positions (Pay Plan = WS).
- Section 3 - Wage Leader Positions (Pay Plan = WL).
- Section 4 - Wage Grade Positions (Pay Plan = WG).

Report Criteria: The report counts employees meeting all of the following criteria:

- Army appropriated-fund U.S. citizen (Agency Code = AR, Employee Type = 1).
- Active and Inactive (non-pay) status (Active Indicator = 1, 2, or 4).
- Compensated employee (Pay Basis NOT = WC).
- General Schedule or Wage System (Pay Plan = GS, GM, WS, WL, or WG).
- Full-time employee (Work Schedule = F, G, or H).

AS-REQ=As Required/Ad Hoc   ANN=Annually   QTR=Quarterly   MON=Monthly   WK=Weekly

PRODUCT DESCRIPTIONS

3.4 DCSPER494 - Command Position Management Report, continued

Columns: TOTAL POS - total count of employees for the report row.   GRADE POINTS - sum of pay grades for all employees in the row. AVG GR - average pay grade for all employees in the row, computed to four decimal places.

Special Counts: At the end of each section, a series of rows for command code "DA" provide Army-wide counts. A series of counts for "PERM", "TEMP" and "LWOP" employees is also provided at the end of each section, as follows:

- PERM - Active pay employees (Active Indicator = 1 or 2) in permanent positions (Position Tenure = P or M).

- TEMP - Active pay employees (Active Indicator = 1 or 2) in temporary positions (Position Tenure = T or L).

- LWOP - Inactive (non-pay) employees (Active Indicator = 4).

NOTE: Each employee is counted in only one of the three categories.

The DCSPER494 report selects active/inactive (Active Indicator = 1, 2 or 4) full-time (Work Schedule = F, G, or H) Army U.S. Citizens workforce. In addition, the report does not include employees without compensation (Pay Basis = WC).

The DCSPER494 report consists of 2 parts with each part consisting of 4 sections. The report provides counts of employees under each grade and provides total employees, grade points and average grade by command code and other sublevels.

AS-REQ=As Required/Ad Hoc   ANN=Annually   QTR=Quarterly   MON=Monthly   WK=Weekly

PRODUCT DESCRIPTIONS

3.5 SF113A Reports - Federal Civilian Employment

The Standard Form 113A report displays strength statistics covering specific characteristics of the Federal Civilian Workforce, including breakouts by work schedule, type of appointment, position occupied, wage system, citizenship, payroll, and turnover. The report is mandated by the Office of Personnel Management (FPM 298-2) and Department of Defense Instruction DODI 7730.18). This report is the Army's Official Strength report and is available on a monthly basis.

The report counts all Department of the Army employees (Agency Code = 'AR') who are direct-hire, paid out of the appropriated fund, and **strength accountable**, including (but not limited to):

- Intermittent Employees who <u>worked</u> during the reporting month.
- Direct Hire Foreign Nationals.
- National Guard Bureau Civilian Technicians.

The report **excludes**:

- Employees in a loss status (i.e., separated employees).
- Employees on Suspension, Furlough, or Leave Without Pay (LWOP) Over 30 Days.
- Non-Army Employees.
- Employees without compensation.
- Intermittent work schedule employees who did not work during the reporting month.

Note: For exact specifications of the above criteria, see the topic **Direct-Hire Accountable Employment** in the **Glossary of Terms**.

RCS #	FREQ	PCN #	DESCRIPTION
SF113A	**MON**	**ZMA-82D**	**DEPARTMENT OF THE ARMY STANDARD FORM 113A**

This report lists the automated SF113A and related supporting reports for U.S. Army employees. The following sub-parts are provided:

- PART 1 - Standard Form 113A (SF113A)
- PART 2 - SF113A by Command
- PART 4 - SF113A Command Summary
- PART 5 - Summary of Foreign Countries and Territories
- PART 11 - Summer Employees, YOBS, Federal Junior Fellowship Employees
- PART 12 – Stay-In-School Employees, SEYS

AS-REQ=As Required/Ad Hoc   ANN=Annually   QTR=Quarterly   MON=Monthly   WK=Weekly

3.5 SF113A Reports - Federal Civilian Employment, continued

ZMA-82D PART 1 (Federal Civilian Employment)

The SF113A PART 1 report is broken out by **Functional Designator**; it has one page for Military Functions, one for Civil Functions, one for Cemeterial Functions, and a page with figures for all functions combined. See the glossary for the definition of Functional Designator.

Each page and section of PART 1 contains five columns and thirty-one lines of information. The thirty-one lines make up four sections. Below is an explanation of what information is counted in each **column**, section and line.

Column	Conditions
Column A -- Total Employment	Total employees for all locality areas.
Column B -- U.S. Territories	Employees stationed in a United States territory. See Territories in glossary of terms.
Column C -- Foreign Countries	Employees with alphabetic (AA-ZZ) GSA location codes that are not included in column B.
Column D -- District of Columbia Metropolitan Area	Employees with numeric (00-99) GSA location codes stationed in the D.C. Metropolitan Area. See DCMA in glossary of terms.
Column E -- Outside of D.C. Metropolitan Area	Employees with numeric (00-99) GSA location codes that are not included in Column D. See Outside of DCMA in glossary of terms.

AS-REQ=As Required/Ad Hoc   ANN=Annually   QTR=Quarterly   MON=Monthly   WK=Weekly

3.5 SF113A Reports - Federal Civilian Employment, continued

(ZMA-82D PART 1, continued)

Below is a line by line explanation of the counts on the SF-113A report.

SECTION I -- CURRENT STATUS

Line	Conditions

LINE 1 -- Total Employment.	Includes all employees that meet the basic report criteria (see **Direct-Hire Accountable Employment** in the glossary of terms), with a Active Indicator equal to:
	    '1 = Active - Regular' or
	    '2 = Active - Special Employment'.

LINE 2 -- Total in Permanent Positions.	Includes all records with Position Tenure equal to:
	    'P = Permanent', or
	    'M = Permanent, Direct Hire Foreign National'.

LINE 3 -- Full Time.	Includes all records with Work Schedule equal to:
	    'F = Full Time', or
	    'G = Full Time Seasonal'

LINE 4 -- Full Time in Permanent Positions.	Includes all records with, Work Schedule equal to:
	    'F = Full Time', or
	    'G = Full Time Seasonal'
	AND Position Tenure equal to:
	    'P = Permanent', or
	    'M = Permanent, Direct Hire Local National'.

LINE 5 -- Full Time with Permanent Appointments.	Includes all records with Work Schedule equal to:
	    'F = Full Time', or
	    'G = Full Time Seasonal'
	AND 'Permanent Appointment' (See Glossary of Terms).

LINE 6 -- Part Time.	Includes all records with Work Schedule equal to:
	    'P = Part Time', or
	    'Q = Part Time Seasonal', or
	    'S = Part Time Job Sharer' or
	    'T = Part Time Seasonal Job Sharer'.

LINE 7 -- Part Time with Permanent Appointments.	Includes all records with Work Schedule equal to:
	    'P = Part Time', or
	    'Q = Part Time Seasonal', or
	    'S = Part Time Job Sharer' or
	    'T = Part Time Seasonal Job Sharer',
	AND 'Permanent Appointment' (See Glossary of Terms).

AS-REQ=As Required/Ad Hoc   ANN=Annually   QTR=Quarterly   MON=Monthly   WK=Weekly

3.5 SF113A Reports - Federal Civilian Employment, continued

(ZMA-82D PART 1, continued)

SECTION I -- CURRENT STATUS, continued

LINE 8 -- Intermittent.	Includes all records with Active Indicator equal to
	      '1 = Active - Regular' or
	      '2 = Active - Special Employment'
	AND Work Schedule equal to:
	      'I = Intermittent', or
	      'J = Intermittent - Seasonal'.

LINE 9 -- Competitive Service.	Includes all records with Position Occupied equal to: '1 = Competitive Service'.
LINE 10 -- Competitive Service with Permanent Appointments.	Includes all records with Position Occupied equal to: '1 = Competitive Service', AND 'Permanent Appointment' (See Glossary of Terms).

LINE -- 11 Excepted Service and SES.	Includes all records with Position Occupied equal to:
	      '2 = Excepted Service',
	      '3 = SES General', or
	      '4 = SES Career Reserved'.

LINE 12 -- Excepted Service and SES with Permanent Appointments.	Includes all records with Position Occupied equal to:
	      '2 = Excepted Service' or
	      '3 = SES General', or
	      '4 = SES Career Reserved'
	AND 'Permanent Appointment' (See Glossary of Terms).

LINE 13 -- Wage Systems.	Includes all records with Pay Plan codes starting with a 'W'or 'X'.

LINE 14 -- U.S. Citizens.	Includes all records with Citizenship equal to:
	      '1 = US Citizen'.
	      (NOTE: These employees have Employee Type = '1' or '8')

3.5 SF113A Reports - Federal Civilian Employment, continued

(ZMA-82D PART 1, continued)

SECTION I -- CURRENT STATUS, continued

LINE 15 -- Noncitizens.	Includes all records with Citizenship equal to:
	       '8 = Non U.S. Citizen - Employee stationed in U.S. or Territory',
	          (NOTE: These employees have Employee Type = '1')
	       '5 = Local National Employee'.
	          (NOTE: These employees have Employee Type = '4')

LINE 16 -- Intermittent-Not Working.	IMPORTANT: These records are not included on any other line of this report, <u>including</u> the total on Line 1.
	
	Includes all records with Work Schedule equal to:
	       'I = Intermittent', or
	       'J = Intermittent Seasonal',
	AND Active Indicator equal to:
	       '4 = Inactive (LWOP)'.

SECTION II -- PAYROLL (In thousands)

Line	Conditions
LINE 17 -- Wages and Salaries earned - Total.	All payroll data is provided by US Army Finance and Accounting Center.
LINE 18 -- Lump sum Payments.	All payroll data is provided by US Army Finance and Accounting Center.

3.5 SF113A Reports - Federal Civilian Employment, continued

(ZMA-82D PART 1, continued)

SECTION III - TURNOVER

Line	Conditions
LINE 19 -- Total Accessions.	Includes all transactions with an Accession NOA or a cancellation to a Loss NOA. Accession NOA's: '100', '101', '107', '108', '112', '115', '117', '120', '122', '124', '130', '132', '140', '141', '142', '143', '145', '146', '147', '148', '149', '150', '151', '153', '154', '155', '157', '170', '171', '190', '198', '199', '280', '292', and '293'. Cancellation (NOA = 001) of the following losses: '300', '301', '302', '303', '304', '312', '317', '330', '350', '356', '356', '357', '385', '430', '450', '452', '460', '472' and '473'
LINE 20 -- Transfers.	Includes all transactions with NOA equal to: '130 = Transfer', or '132 = Mass Transfer', or '145 = Transfer - SES Career', or '147 = Transfer -SES Non-Career', or '157 = Canal Area Transfer', or '100 = Career Appointment', or '101 = Career-Conditional Appointment', plus Legal Authority code equal to: 'BBM', 'BKM', 'BLM', 'BNM', 'BNN', 'K4M', or 'V8L'.
LINE 21 -- Total New Hires.	Includes all transactions with NOA = New Hire NOA's. New Hire NOA'S: '100', '101', '107', '108', '112', '115', '117', '120', '122', '124', '140', '141', '142', '143', '146', '148', '149','150', '151', '153', '154', '155', '170', '171', '190', '198' and '199'.

AS-REQ=As Required/Ad Hoc   ANN=Annually   QTR=Quarterly   MON=Monthly   WK=Weekly

3.5 SF113A Reports - Federal Civilian Employment, continued

(ZMA-82D PART 1, continued)

SECTION III - TURNOVER, continued

LINE 22 -- Accessions to Competitive Service .	Includes all transactions with Position Occupied equal to:
	
	         '1 = Competitive Service',
	 AND
	      NOA = a valid "LN22" nature of action, as listed below.
	
	 LN22-NOA'S:
	
	 '100', '101', '107', '108', '112', '115', '117', '120', '122', '124', '130', '132', '140', '141', '190', '198', '199', '280', '292' and '293'.

LINE 23 -- New Hires to Competitive Service.	Includes all transactions with Position Occupied equal to:
	
	      '1 = Competitive Service'
	 AND
	      NOA = a valid "LN23" nature of action, as listed below.
	
	 LN23 - NOA's:
	
	 '100', '101', '107', '108', '112', '115', '117', '120', '122', '124', '140', '141', '190', '198' and '199'.

LINE 24 -- Citizens.	Includes all records with Citizenship equal to: '1 = US Citizen', or '3 = Family Member of Military Employee', or '4 = Family Member of Civilian Employee'.

3.5 SF113A Reports - Federal Civilian Employment, continued

(ZMA-82D PART 1, continued)

SECTION III - TURNOVER, continued

LINE 25 -- Total Separations.	Includes all transactions with a Loss NOA or cancellation to an Accession NOA. Loss NOA'S: '300', '301', '302', '303', '304', '312', 317', '330', '350', '351', '352', '353', '355', '356', '357', '385', '430', '450', '452', '460', '472', '473'. Cancellation (NOA= 001) of the following accessions: '100', '101', '107', '108', '112', '115', 117', '120', '122', '124', '130', '132', '140', 141', '143', '145', '146', '147', '148', '149', '150', '151', '153', '154', '155', 157', '170', '171', '190', '198', '199', '280', '292' and '293'.

LINE 26 -- Transfers.	Includes all transactions with:
	      NOA equal to '352 = Termination-Appt in (Agency)'.
	 AND
	      Legal Authority Code 1 is <u>not</u> equal 'PZM' or 'ZPM'.

AS-REQ=As Required/Ad Hoc   ANN=Annually   QTR=Quarterly   MON=Monthly   WK=Weekly

PRODUCT DESCRIPTIONS

3.5 SF113A Reports - Federal Civilian Employment, continued

(ZMA-82D PART 1, continued)

SECTION III - TURNOVER, continued

LINE 27 -- Quits.	Includes all transactions with :

	NOA equal to '312 = Resignation-In Lieu of Invol Action', plus
	      Legal Authority code equal to: 'RXM', 'RWM' or RPR'
	OR
	
	      NOA equal to '317 = Resignation',
	      and Legal Authority code equal to 'RUM' or 'RPM'
	OR
	
	      NOA equal to '351 = Termination-Sponsor Relocating'
	OR
	
	      NOA equal to '353' = Separation - U.S
	OR
	
	      NOA equal to '330 = Removal',
	      and Legal Authority code equal to 'C7M'
	OR
	
	      NOA equal to '356 = Termination-Involuntary' and
	      Legal Authority code equal to 'VAJ', 'VHJ', 'USM', 'VJJ',
	      'V2J' or 'UTM'

LINE 28 -- U.S. Citizens.	Includes all transactions from line 25 with Citizenship code equal to '1 = U.S. Citizen'.

SECTION IV - DATA EXCLUDING SPECIAL EMPLOYMENT CATEGORIES

Line	Conditions

LINE 29 -- Total Employment (Regular Employees).	Includes all records with Active Indicator equal to:
	      '1 = Active - Regular'.
	
	Excludes records with Active Indicator equal to:
	      '2 = Active - Special Employment'.

LINE 30 -- Full-Time with Permanent Appointments (Regular Employees).	Includes all records from line 29 with Work Schedule equal to:
	      'F = Full Time', or
	      'G = Full Time Seasonal'
	AND 'Permanent Appointment' (See Glossary of Terms).

AS-REQ=As Required/Ad Hoc   ANN=Annually   QTR=Quarterly   MON=Monthly   WK=Weekly

3.5 SF113A Reports - Federal Civilian Employment, continued

(ZMA-82D PART 1, continued)

SECTION IV - DATA EXCLUDING SPECIAL EMPLOYMENT CATEGORIES, continued

LINE 31 -- Total Payroll (Regular Employees).	All payroll data is provided by US Army Finance and Accounting Center.

ZMA-82D PART 2 (SF113A by Command)

The SF113A PART 2 report is broken out by Command code (one page per Command). The rows and columns of the report are identical to PART1. See the Glossary of Terms for a list of Army Commands.

ZMA-82D PART 4 (Command Summary)

The SF113A PART 4 report is a one-page summary of strength by command code. It includes the same population as PART 1 (includes Active Indicator = 1, 2, and 4). It provides figures for total strength, strength in CONUS, strength in OCONUS (total, U.S. citizen, and local national), and strength for full-time employees under limited appointments. See the Glossary of Terms for a description of Command, Geographic Area, Citizenship, Appointment Type, and Work Schedule.

ZMA-82D PART 5 (Summary of Foreign Countries and Territories)

The SF113A PART 5 report is a several-page summary of strength by country or territory. It includes the same population as PART 1 (includes Active Indicator = 1, 2, and 4). It provides figures for total strength, direct-hire U.S. citizens, direct-hire local nationals, and employees under Civil Functions. See the Glossary of Terms for a description of Geographic Location, Citizenship, Employee Type, and Function Designator.

ZMA-82D PART 11 (Summer Employees, Youth Opportunity/Back to School, and Fellowships)

The SF113A PART 11 report is a several-page summary of strength by command and functional designator. It includes the same population as PART 1 (includes only Active Indicator = 2). It provides figures for YOBS employees, Federal Junior Fellowship employees, SEYS (summer aides), other summer employees, and all summer employees. See the Glossary of Terms for a description of Command, Special Employment, and Function Designator.

ZMA-82D PART 12 (Stay In School Employees, SEYS)

The SF113A PART 12 report is a one-page summary of strength by geographic location (U.S. states). It includes the same population as PART 1 (includes only Active Indicator = 2). It provides figures for SEYS (summer aides) and Stay-In-School employees (by pay plan). See the Glossary of Terms for a description of Geographic Location, Special Employment, and Pay Plan.

AS-REQ=As Required/Ad Hoc   ANN=Annually   QTR=Quarterly   MON=Monthly   WK=Weekly

3.5 SF113A Reports - Federal Civilian Employment, continued

RCS #	FREQ	PCN #	DESCRIPTION

SF113A   **MON**   **ZMA-82E**   **UNMATCHED UIC TO ROC CROSSWALK**

This report list the employee records that contains a UIC which does not match a UIC to ROC crosswalk file. This report is sent to the Pentagon for information purposes.

SF113A   **MON**   **ZMA-82G**   **DEPARTMENT OF DEFENSE STANDARD FORM 113A**

This report lists the automated SF113A and related supporting reports for selected DOD employees serviced by Army offices. The parts for this report are:

        PART 1 - Standard Form 113A (DOD employees)
        PART 5 - Summary of Foreign Countries and Territories
        Produced for: DDO4 - DISA
                      DD34 - DECA
                      DD35 - DFAS

SF113A   **MON**   **ZMA-82J**   **MILITARY STRENGTH BY ROC/UIC**

A report reflecting Military Strength (Function = 1) by ROC and UIC codes.

SF113A   **MON**   **ZMA-82M**   **STRENGTH TRANSACTIONS BY APPOINTMENT**
                                                                       CATEGORIES

This report summarizes Army's strength transaction by functional designator and appointment categories of permanent, temporary or indefinite.

SF113A   **MON**   **ZMA-82P**   **US DIRECT HIRES BY COMMAND/COUNTRY**

A report summarizing by command the number of direct hire employees in countries overseas.

SF113A   **MON**   **ZMA-82Q**   **AF AND NAF STRENGTH REPORTS**

A strength report by command for both the Appropriated Fund (AF) and Non-Appropriated Fund (NAF).

AS-REQ=As Required/Ad Hoc   ANN=Annually   QTR=Quarterly   MON=Monthly   WK=Weekly

PRODUCT DESCRIPTIONS

3.6 Other Hardcopy Reports

The following reports are those that do not fall into any of the other major report categories (SF113A, DCSPER322, CSGPA1103, etc.)

RCS #	FREQ	PCN #	DESCRIPTION
234EEO	ANN	ZMA-20A	EEO ANALYSIS OF PERMANENT WORKFORCE
		ZMA-20B	EEO ANALYSIS OF TEMPORARY WORKFORCE

An annual report for the Equal Employment Opportunity Commission reflecting statistics for analyzing the permanent and temporary workforces. This report is subdivided into nine different sections and processes data from the Army's U.S. Citizens file and the Army's Training file.

279EEO	QTR	ZMA-10A	EEO MONITORING SYSTEM
		ZMA-11A through ZMA-11M	" "
		ZMA-12C through ZMA-12H	" "
		ZMA-13A and ZMA-13B	" "
		ZMA-14A through ZMA-14H	" "
		ZMA-15A through ZMA-15K	" "
		ZMA-21A through ZMA-21H	" "

A quarterly subsystem for the Equal Employment Opportunity Commission that produces quarterly microfiche reports. The subsystem consists of 20 reports on statistics for the total Army (Part 1) and 20 reports for statistics by command code (Part 2). Three additional reports are produced annually. See "Index of Recurring Reports" for the 279EE0 PCN#'s. 279EEO is a summary of minority and gender statistics, taking information from the Army's U.S. Citizens file, NAF Workforce, Training File and History Transaction files. These reports are distributed to the offices of the Army and the U.S. Government that are involved in the monitoring of Equal Employment Opportunities activities.

CONG1017	ANN	*none*	DISTRIBUTION OF ARMY CIVILIAN EMPLOYMENT

This is an annual report prepared manually for the United States Senate Committee on Governmental Affairs. It contains the Department of Army strength figures by command and is obtained from the SF113A strength system.

AS-REQ=As Required/Ad Hoc   ANN=Annually   QTR=Quarterly   MON=Monthly   WK=Weekly

3.6 Other Hardcopy Reports, continued

RCS #	FREQ	PCN #	DESCRIPTION

DCSPER320   QTR   **ZMA-58A**   **CIVILIAN PERSONNEL STRENGTH BY DUTY STATION; AGENCY/COMMAND SUMMARY - PART 1**

The DCSPER320 report is the official source of information concerning the duty station or location of Army's U.S. Citizens workforce. It provides Major Commanders, The Sect of Army, The Sect of Defense, OPM and Congress with a report showing how many and where the civilian workforce is located. The report reflects all active employees (Active = 1 or 2) except for employees without compensation (Pay Basis = 'WC'). Part 1 summarizes the total number of active employees by agency/command and personnel office.

DCSPER320   QTR   **ZMA-58B**   **CIVILIAN PERSONNEL STRENGTH BY DUTY STATION; SERVICING CPO CODES - PART 2**

The DCSPER320 report is the official source of information concerning the duty station or location of Army's U.S. Citizens workforce. It provides Major Commanders, The Sect of Army, The Sect of Defense, OPM and Congress with a report showing how many and where the civilian workforce is located. The report reflects all active employees (Active = 1 or 2) except for employees without compensation (Pay Basis = 'WC'). Part 2 Lists the number of active employees at each location of each state or country.

DCSPER362   ANN   **ZMA-22A**   **OCCUPATIONAL INVENTORY; CPMF OCCUPATIONAL SERIES LIST**

A listing reflecting the occupational series of Civilian Positions by Pay Plan, Occupational series and Civilian Personnel Offices. This is a listing reflecting counts of number of employees under each occupation code.

DCSPER362   ANN   **ZMA-22A**   **OCCUPATIONAL INVENTORY**

This report is a list of all occupational series and the counts of all personnel in that series from the Army's U.S. Citizens workforce. This report shows the number of employees under each occupation code.

AS-REQ=As Required/Ad Hoc   ANN=Annually   QTR=Quarterly   MON=Monthly   WK=Weekly

PRODUCT DESCRIPTIONS

3.6 Other Hardcopy Reports, continued

RCS #	FREQ	PCN #	DESCRIPTION

DCSPER362 ANN ZMA-22B **OCCUPATIONAL INVENTORY;**
PART 2, OCCUPATIONAL INVENTORY BY PAY PLAN,
  SERIES, SEX

A listing reflecting the occupational series of Civilian Positions by Pay Plan, Occupational series and Civilian Personnel Offices. This is a listing reflecting the occupational series of Civilian Positions by Pay Plan, Occupational series and Civilian Personnel Offices

DCSPER492 MON ZMA-29A **CAREER PROGRAM POSITION CHANGES**

This report is tracking report of actions that occurred within a given period of time for employees under career programs.

DCSPER513 MON ZMA-27A **CIVILIANS REQUIRED TO FILE FINANCIAL DISCLOSURE**
  REPORTS

This report is a list of all personnel working for the Army that need to file a financial disclosure statement. It lists all personnel by name and SSN from the Army's U.S. Citizens workforce.

DCSPER565 QTR ZMA-61B **CAREER PROGRAM MINORITY DATA REPORTS**

The DCSPER565 is a minority report sorted by career program, grade, and sex. It lists totals and percentages by race, sex, and grade for each career program for Army's U.S. Citizens workforce.

DCSPER592 QTR ZMA-59A **COOPERATIVE EDUCATION PROGRAM REPORT**

This is a quarterly report, that shows the four different types of Cooperative Education Employees grouped by legal authorities. This report reflects Army's U.S. Citizens workforce.

AS-REQ=As Required/Ad Hoc ANN=Annually QTR=Quarterly MON=Monthly WK=Weekly

PRODUCT DESCRIPTIONS

3.6 Other Hardcopy Reports, continued

RCS #	**FREQ**	**PCN #**	**DESCRIPTION**

DCSPER616   **MON**   *none*   **SES EMPLOYMENT DATA**

This report is a listing of SES Employees sorted by command. This report reflects Army's U.S. Citizens workforce.

DDCOMPA1600   **ANN**   **ZMA-23A**   **REPORTING OF PERSONNEL AND PAYROLL OUTLAYS BY OPERATING LOCATION REPORT**

This is an annual report of Army's U.S. Citizens at their duty locations. This is a strength related report of personnel at operating locations (GSA location) produced for Finance and Accounting Systems at Indianapolis. This report reflects Army's U.S. Citizens.

SAOSA185   **QTR**   **ZMA-55A**   **CAREER PROGRAM ENROLLMENT**

This microfiche is an alphabetical listing of Army's U.S. Citizens workforce in career programs.

AS-REQ=As Required/Ad Hoc   ANN=Annually   QTR=Quarterly   MON=Monthly   WK=Weekly

PRODUCT DESCRIPTIONS

3.7 Data Extract Products

The following products are data files exported from the HQ ACPERS databases.

RCS #	FREQ	PCN #	DESCRIPTION

CSGPA1103   MON   ZMA-3CA   CPAS EXTRACT

An extract of U.S. Citizens, by CCPO-ID and Region.

CSGPA1103   MON   ZMA-31A   FORSCOM TRAINING EXTRACT

A copy of the Training records belonging to FORSCOM (ARFC).

CSGPA1103   MON   ZMA-34A   CPMF COPY FOR RECRUITING COMMAND

A copy of U.S. Citizens records from the Civilian Personnel Master File (CPMF) for the Recruiting Command.

CSGPA1103   MON   ZMA-34B   CPMF COPY FOR MTMC

A copy of U.S. Citizens records from the Civilian Personnel Master File (CPMF) for the Military Traffic Management Command (MTMC).

CSGPA1103   MON   ZMA-34C   CPMF COPY FOR SURGEON GENERAL

A copy of U.S. Citizens records from the Civilian Personnel Master File (CPMF) for the Surgeon General.

CSGPA1103   MON   ZMA-34E   CPMF COPY FOR ARPERCEN

A copy of U.S. Citizens records from the Civilian Personnel Master File (CPMF) for ARPERCEN.

CSGPA1103   MON   ZMA-34F   CPMF COPY FOR FORSCOM

A copy of U.S. Citizens records from the Civilian Personnel Master File (CPMF) for Forces Command.

AS-REQ=As Required/Ad Hoc   ANN=Annually   QTR=Quarterly   MON=Monthly   WK=Weekly

PRODUCT DESCRIPTIONS

3.7 Data Extract Products, continued

RCS #	FREQ	PCN #	DESCRIPTION

CSGPA1103   **MON**   **ZMA-34G**   **CPMF COPY FOR INSCOM**

A copy of U.S. Citizens records from the Civilian Personnel Master File (CPMF) for the Intelligence and Security Command (INSCOM).

CSGPA1103   **MON**   **ZMA-34H**   **CPMF COPY FOR WEST POINT**

A copy of U.S. Citizens records from the Civilian Personnel Master File (CPMF) for West Point.

CSGPA1103   **MON**   **ZMA-34I**   **CPMF COPY FOR EREC**

A copy of U.S. Citizens records from the Civilian Personnel Master File (CPMF) for EREC.

CSGPA1103   **MON**   **ZMA-34J**   **FORSCOM NAF COPY**

A copy of the Non-Appropriated Fund (NAF) records for Forces Command (FORSCOM).

CSGPA1103   **MON**   **ZMA-34K**   **WEST POINT FN COPY**

A copy of the Foreign National records for West Point.

CSGPA1103   **MON**   **ZMA-34L**   **WEST POINT NAF COPY**

A copy of the Non-Appropriated Fund (NAF) records for West Point.

CSGPA1103   **MON**   **ZMA-34M**   **DISA EXTRACT**

A special extract of   U.S. Citizens data for Defense Information Systems Agency (DISA).

CSGPA1103   **MON**   **ZMA-34N**   **NAF COPY FOR AMC**

A copy of non-appropriated citizens records from the (NAF) for Agency ARX# (AMC).

AS-REQ=As Required/Ad Hoc   ANN=Annually   QTR=Quarterly   MON=Monthly   WK=Weekly

PRODUCT DESCRIPTIONS

3.7 Data Extract Products, continued

RCS #	FREQ	PCN #	DESCRIPTION

CSGPA1103   **MON**   **ZMA-34O**   **CPMF COPY FOR AMC**

A copy of U.S. Citizens records from the Civilian Personnel Master File (CPMF) for Agency ARX# (AMC).

CSGPA1103   **MON**   **ZMA-34P**   **AMC TRAINING COPY**

A copy of Training records belonging to AMC (ARX#).

CSGPA1103   **MON**   **ZMA-34Q**   **AMC FOREIGN NATIONAL COPY**

A copy of Foreign National Records belonging to AMC (ARX#).

CSGPA1103   **MON**   **ZMA-36A**   **OHMIS EXTRACT**

A special extract of U.S. Citizens data for the Occupational and Health Management Information System (OHMIS).

CSGPA1103   **MON**   **ZMA-38A**   **CPMF COPY FOR CIV4**

A copy of U.S. Citizens records from the Civilian Personnel Master File (CPMF) for the Forecast system (CIV4).

CSGPA1103   **MON**   **ZMA-38B**   **TRANSACTION HISTORY COPY FOR CIV4**

A copy of U.S. Citizens transactions posted to HQ ACPERS for that month. This copy is for the Forecast system (CIV4).

CSGPA1103   **MON**   **ZMA-38C**   **NAF COPY FOR CIV4**

A copy of the Non-Appropriated Fund (NAF) records for the Forecast system (CIV4).

CSGPA1103   **MON**   **ZMA-39A**   **DMDC ACQUISITION PERSONNEL EXTRACT**

A special extract of a Acquisition Personnel data for Defense Manpower Data Center (DMDC).

AS-REQ=As Required/Ad Hoc   ANN=Annually   QTR=Quarterly   MON=Monthly   WK=Weekly

3.7 Data Extract Products, continued

RCS #	FREQ	PCN #	DESCRIPTION

CSGPA1103   **MON**   **ZMA-39C**   **DMDC ACQUISITION POSITION EXTRACT**

A special extract of a Acquisition Position data for Defense Manpower Data Center (DMDC).

CSGPA1103   **MON**   **ZMA-39D**   **DMDC ACQUISITION TRAINING EXTRACT**

A special extract of a Acquisition Training data for Defense Manpower Data Center (DMDC).

CSGPA1103   **MON**   **ZMA-39E**   **DMDC ACQUISITION ASSIGNMENT EXTRACT**

A special extract of a Acquisition Assignment data for Defense Manpower Data Center (DMDC).

CSGPA1103   **MON**   **ZMA-40A**   **DOD INJURY AND UNEMPLOYMENT EXTRACT**

A special extract of U.S. Citizens records for the DOD Injury and Unemployment Compensation Office.

CSGPA1103   **MON**   **ZMA-41A**   **DIA EXTRACT**

A special extract of U.S. Citizens records for the Defense Intelligence Agency (DIA).

CSGPA1103   **MON**   **ZMA-42A**   **DFAS PAYROLL OFFICE EXTRACT**

A special extract of U.S. Citizens records for the Defense Finance and Accounting System (DFAS).

CSGPA1103   **QTR**   **ZMA-5CA**   **PACIFIC EXTRACT**

A special extract of U.S. Citizens records for U.S. Army Pacific.

CSGPA1103   **QTR**   **ZMA-5SA**   **SBIS EXTRACT**

A extract of U.S. Citizens records from the Civilian Personnel Master File (CPMF) for SBIS.

AS-REQ=As Required/Ad Hoc   ANN=Annually   QTR=Quarterly   MON=Monthly   WK=Weekly

PRODUCT DESCRIPTIONS

3.7 Data Extract Products, continued

RCS #	FREQ	PCN #	DESCRIPTION

CSGPA1103   **QTR**   **ZMA-50A**   **DCSPER565 DATA EXTRACT**

A data extract file reflecting data used to create the DCSPER565 report. This extract is for certain career program and pay plans and is sent to the Secretary of the Army office.

CSGPA1103   **QTR**   **ZMA-51A**   **OPM ORGANIZATION EXTRACT**

An extract of UIC data for OPM. UIC data is used for the organizational data.

CSGPA1103   **QTR**   **ZMA-53A**   **USAPOISA NAF COPY**

A copy of the Non-Appropriated Fund (NAF) records for USAPOISA.

CSGPA1103   **QTR**   **ZMA-53B**   **USAPOISA CPMF COPY**

A copy of the U.S. Citizens records from the Civilian Personnel Master File (CPMF) for USAPOISA.

CSGPA1103   **QTR**   **ZMA-54A**   **DMDC FN EXTRACT**

A special extract of Foreign National data for Defense Manpower Data Center (DMDC).

CSGPA1103   **QTR**   **ZMA-60A**   **HEALTH CARE EXTRACT**

A special extract of U.S. Citizens records from the Civilian Personnel Master file (CPMF) for the U.S. Health Care Systems Support Activities.

CSGPA1103   **QTR**   **ZMA-63A**   **PENTAGON EXTRACT**

A special extract of U.S. Citizens records from the Civilian Personnel Master File (CPMF) for the Pentagon.

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PRODUCT DESCRIPTIONS

3.7 Data Extract Products, continued

RCS #	FREQ	PCN #	DESCRIPTION

CSGPA1103   **MON**   **ZMA-80A**   **OPM DYNAMICS EXTRACT**

A special extract of U.S. Citizens transaction records that processed during the current month. This extract is for the Office of Personnel Management (OPM).

CSGPA1103   **MON**   **ZMA-80B**   **OPM STATUS EXTRACT**

A special extract of U.S. Citizens records for the Office of Personnel Management (OPM). This extract is a snapshot of data taken from the Civilian Personnel Master File (CPMF) at the end of the month.

CSGPA1103   **MON**   **ZMA-81C**   **DMDC STATUS EXTRACT**

A special extract of data for Defense Manpower Data Center (DMDC). This extract is taken from the Civilian Personnel Master File and is a snapshot of our data at the end of a month for U.S. Citizens.

CSGPA1103   **MON**   **ZMA-81D**   **DMDC DYNAMICS EXTRACT**

A special extract of transaction data for Defense Manpower Data Center (DMDC). The extract contains selected data from transactions that processed during the current month for U.S. Citizens.

CSGPA1103   **QTR**   **ZMA-83A**   **DMDC AGING SEPARATION EXTRACT**

A special extract of date tracking data on when a separation package is processed at different offices. This extract is for Defense Manpower Data Center (DMDC).

CSGPA1103   **ANN**   **ZMA-89A**   **DMDC VACANCY POSITION - SPECIAL RATES**

A special extract of vacant position data for Defense Manpower Data Center (DMDC). Included in the extract file is data on special salary rates.

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3.7 Data Extract Products, continued

RCS #	FREQ	PCN #	DESCRIPTION

CSGPA1103   **MON**   **ZMD-35B**   **FN STRENGTH (SUB-SYSTEM) EXTRACT**

An extract of Foreign National records for the Strength system.

CSGPA1103   **MON**   **ZMD-40A**   **HISTORY EXTRACT (HEX)**

An extract of Transaction History data for the Strength system.

CSGPA1103   **WK**   **ZMD-43A**   **TAPDB U.S. CITIZENS EXTRACT**

An extract of U.S. Citizens data from the Civilian Personnel Master File (CPMF) for TAPDB

CSGPA1103   **MON**   **ZMD-50A**   **TAPDB NAF EXTRACT**

A special extract of Non-Appropriated Fund (NAF) data for TAPDB.

CSGPA1103   **MON**   **ZMD-51A**   **POSITION EXTRACT (PEX)**

An extract of data from the Position database (COS). This file is referred to as the Position Extract (PEX).

CSGPA1103   **MON**   **ZMD-52A**   **TRAINING EXTRACT (TEX)**

An extract of data from the Training database (CET). This file is referred to as the Training Extract (TEX).

CSGPA1103   **MON**   **ZMD-53A**   **POPULATION AGENCY TABLE LOAD**

An extract of population data needed to load to the special awards table (CSH177).

CSGPA1103   **MON**   **ZMD-55A**   **FORSCOM AWARDS EXTRACT**

An extract of data from the Awards database (CSD). This file is sent to Forces Command (FORSCOM).

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3.7 Data Extract Products, continued

RCS #	FREQ	PCN #	DESCRIPTION

CSGPA1103   **WK**   **ZMD-57A**   **CPF EXTRACT**

An extract of data from the many various databases in HQ ACPERS. This file is used to create the U.S. Citizens Personnel File (CPF) database.

CSGPA1103   **WK**   **ZMD-59A**   **TRANSACTION EXTRACT**

A extract of transaction data that was processed in the current month.

CSGPA1103   **MON**   **ZMD-72A**   **AF STRENGTH EXTRACT**

An extract of U.S. Citizens and Foreign Nationals strength data.

SF113A   **MON**   **ZMA-82K**   **STRENGTH EXTRACT FILE**

An extract of strength data by ROC and AMS codes.

DCSPER322   **MON**   **ZMA-32C**   **COMMAND STRENGTH REPORT - PART 5 EXTRACT**

A floppy disk extract of Part 5 data.

DCSPER322   **MON**   **ZMA-32E**   **AMHA EXTRACT**

A floppy disk extract of strength data for AMHA.

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3.7 Data Extract Products, continued

RCS #	FREQ	PCN #	DESCRIPTION

DCSPER320   **QTR**   **ZMA-58C**   **CIVILIAN PERSONNEL STRENGTH BY DUTY STATION**
                                                             By STATE AND PERSONNEL OFFICE EXTRACT

The DCSPER320 report is the official source of information concerning the duty station or location of Army's U.S. Citizens workforce. It provides Major Commanders, The Sect of Army, The Sect of Defense, OPM and Congress with a report showing how many and where the civilian workforce is located. The report reflects all active employees (Active = 1 or 2) except for employees without compensation (Pay Basis = 'WC'). ZMA-58C is extract of data by State and Personnel Office.

DDCOMPA1600   **ANN**   **ZMA-23B**   **REPORTING OF PERSONNEL AND PAYROLL OUTLAYS BY**
                                                              OPERATING LOCATION EXTRACT

This is a tape extract of annual reporting of Army's U.S. Citizens at their duty locations.

FINAL PAGE.

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